# Constitution of the Veterinary Jewish Student Association

# Constitution

## Article l - Name, Purpose, and Non-Discrimination Policy of the Organization

**Section 1 - Name:** Veterinary Jewish Student Association

**Section 2 - Purpose:** The purpose of the Veterinary Jewish Student Association is to provide a safe and inclusive association through which to practice and promote Jewish culture and customs through various events and gatherings. The organization also aims to engage with veterinary students interested in learning more about and engaging with Jewish culture and customs to further foster understanding and inclusivity on the veterinary college campus.

**Section 3 - Non-Discrimination Policy:** This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment. Further, as a student organization at The Ohio State University, the Veterinary Jewish Student Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15.

## Article II - Membership: Qualifications and categories of membership

**Section 1 - Membership Eligibility:** Membership to the Veterinary Jewish Student Association is limited to currently enrolled Ohio State students. Voting privileges during elections are also limited to currently enrolled Ohio State students. Faculty, staff, and alumni may engage with the Veterinary Jewish Student Association and attend certain events.

**Section 2 - Upholding the Guidelines for Student Organizations:** The Veterinary Jewish Student Association will adhere to the Guidelines for Student Organizations, reaffirming our dedication to being a student lead, initiated, and run organization.

**Section 3 - Member Benefits:** Members of the Veterinary Jewish Student Association will have unlimited access to club activities, meetings, and events.

**Section 4 - Dues:** To become a member, students must pay the cost of dues set forth by the Executive Board. The Executive Board will within reason determine the cost of dues, with recommendations from the Treasurer receiving the highest consideration. Dues collection should especially occur at the start of the fall semester. The Executive Board may decide to set dues at $0 or bypass dues collection for an academic year.

## Article III – Methods for Removing Members and Executive Board

**Section 1 - Removal of a Member:** If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

**Section 2 - Removal of an Elected Officer or Advisor:** Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon a two-thirds affirmative vote of the elected officer in consultation with the organization’s advisor.

**Section 3 - Recognition of FERPA:** In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article IV - Organization Leadership**

**Section 1 - Leadership Restrictions:** An individual can only hold one leadership position at a time. All elected terms are for one year. Only members of the organization can hold a leadership position within the organization. Current leaders must be reelected to serve on the following year’s Executive Board.

**Section 2 - Leadership Positions and Roles:**

1. President/Co-President: The President is responsible for overseeing operations of the organization, which includes running elections, maintaining approval status with the university, assisting with the planning of events and activities, supporting fellow Executive Board members, managing Executive Board meetings, remaining in contact with the organization’s advisor, and addressing conflict within the Executive Board. Prior to the start of the election process, the Executive Board may vote to have one President or Co-Presidents. The decision will require a two-thirds affirmative vote.
2. Co-Vice Presidents: The Vice Presidents are responsible for supporting the President as needed and organizing meetings and events. The Vice Presidents should be in regular contact with the President to ensure smooth operations and Treasurer to ensure fiscal responsibility of planned meetings and events.
3. Treasurer: The Treasurer is responsible for maintaining fiscal responsibility of the organization, including by collecting dues, paying for the organization’s needs, and avoiding debt accumulation. The Treasurer should be prepared to speak on the finances of the organization at each Executive Board meeting. The Treasurer should be in regular contact with the President regarding the state of the organization’s finances and the Vice Presidents regarding the costs associated with meetings and events. The Treasurer should also be in regular contact with the Fundraising Chair during sales to ensure all orders are paid for in full and the sale is profitable. The Treasurer will likely rely on a Venmo account linked to the organization to collect dues and other funds. The mishandling or inappropriate management of organization funds is grounds for immediate impeachment following a two-thirds affirmative vote by the Executive Board.
4. Outreach Chair: The Outreach Chair is responsible for connecting with other student organizations and communities on campus, with the goal of establishing collaborative events. Once connections are formed, the Outreach Chair will assist the Vice Presidents with organizing events.
5. Fundraising Chair: The Fundraising Chair is responsible for organizing successful and profitable fundraising events, such as merchandise sales. One merchandise sale per semester is recommended. The Fundraising Chair should work closely with the Treasurer to establish pricing, monitor the collection of funds, and ensure that fundraising events are profitable.
6. Secretary: The Secretary is responsible for gathering minutes during Executive Board meetings, emailing members about upcoming meetings and events, and supporting the President as needed.

## Article V - Leadership Election Process

## Section 1 - Eligibility: Any member of the Veterinary Jewish Student Association may run for a leadership position. Non-members are prohibited from running for or holding a leadership position.

## Section 2 - Election Timeline: Elections will be held during the second half of the spring semester (after or around spring break). The President will share a form with members collecting interest in running for a leadership position, including their name, position(s) of interest, and a personal statement. Students will nominate themselves. This form will be open for one week. The President will then compile the collected responses and share a new form with members for voting purposes. This form will also be open for one week. The President will then announce the results of the election to all members and contact the newly elected individuals with next steps. The newly elected leaders should meet by the end of the spring semester to establish goals for the following fall semester and also meet with the current board to learn about operations of the organization.

## Section 3 - Filling Open Positions: Open leadership positions caused by resignation, impeachment, or other unforeseen circumstance may be filled by the Executive Board. An Executive Board member may nominate a member for the open position, including a current Executive Board member. For implementation, the motion then requires a two-thirds affirmative vote by the Executive Board. A non-Executive Board member who has been selected must be notified within twelve hours and has three days following notification to accept the position. If an Executive Board member is selected to fill an open position, the process detailed immediately above will apply to their prior position on the Executive Board. As a reminder, an individual may hold one leadership position at a time.

## Section 4 – Establishment of Organization’s First Executive Board: For the first operational semester of the Veterinary Jewish Student Association (Spring 2024), the Co-Presidents may fill all leadership roles unilaterally through member interest. The organization’s first electives will be held during the Spring 2024 semester.

## Article VI - Executive Board

**Section 1 - Description of the Executive Board:** The Executive Board of the Veterinary Jewish Student Association serves as the definitive governing body of the organization. As of now, the organization does not have any committees or subcommittees. All leadership positions listed above have one voting seat on the Executive Board.

**Section 2 - Size of the Executive Board:** The size of the Executive Board and positions within the Executive Board are established in Article IV. Refer to Article IV for the number of Executive Board members and their roles.

Section 3 - **Function of the Executive Board:** Different leadership positions have different roles and responsibilities. Again, refer to Article IV for the number of Executive Board members and their roles. However, shared responsibilities of Executive Board members include voting on constitutional amendments and various proposals, fostering a supportive group environment, remaining professional, organizing events and meetings, coordinating with the relevant individuals at the University and College levels, and supporting the general functioning of the organization.

## Article VII - Standing Committees:

**Section 1 - No Standing Committees Now:** In its current form, the Veterinary Jewish Student Association does not require the support of standing committees. The organization’s core Executive Board will manage all club affairs and operations. Should future Executive Boards seek to establish any standing committees, a basic two-thirds affirmative vote is required. The details of any future standing committees shall be described here.

## Article VIII - Advisor(s)

**Section 1 - Advisor Eligibility:** Advisors ofthe Veterinary Jewish Student Association must be full-time members of The Ohio State University’s faculty and/or staff. Ideally, advisors will be selected from within the College of Veterinary Medicine.

**Section 2 - Advisor Inclusion and Communication:** Advisors shall be invited to attend events and meetings held by the Veterinary Jewish Student Association as well as Executive Board meetings. However, advisors are not required to attend these meetings. It is important that the Executive Board keeps advisors updated on major club activities and remains in regular contact with the advisor.

**Section 3 - Advisor Professionalism:** Advisors of the Veterinary Jewish Student Association will be held to the same professional standards as student members. Disruptive or problematic behavior by an advisor that is not in alignment with the organization’s constitution, the Code of Student Conduct, university policy, or federal, state, or local law may result in removal of the advisor (Article III).

**Section 4 - Replacement, Removal, and Addition of Advisors:** Replacement, removal or the addition of advisors will be determined by the Veterinary Jewish Student Association’s Executive Board. Such decisions require a two-thirds affirmative vote by the Executive Board and the President must notify the advisor involved within twelve hours of the decision. There is no limit to how many advisors the organization can have, though more than three is likely excessive.If the Executive Board decides to remove the organization’s advisor, a replacement must be selected and confirmed first.

**Section 5 - Responsibilities of Advisor(s):** Advisors of the Veterinary Jewish Student Association are to support the organization as needed and provide continuity as Executive Board changes occur annually. Advisor(s) may also be called on for advice, to resolve conflicts, and help troubleshoot a range of issues. The Executive Board must keep advisor(s) well informed on operations and invite advisor(s) to Executive Board meetings. However, advisor(s) are not required to attend Executive Board meetings to be considered active and engaged.

## Article IX - Meetings and Events of the Organization

## Section 1 - Required Meetings: Members are not required to attend meetings and events throughout a semester or academic year, recognizing that students are incredibly busy. That being said, members are welcomed and encouraged to attend all meetings and events. Members will never be penalized for missing meetings and events, and membership is not based on participation or attendance.

## Section 2 - Meeting Frequency: At a minimum, the Executive Board shall strive to organize and host at least two meetings/activities/events during the fall and spring semesters. However, more events are ideal to build a strong community within the organization. Meetings and events can occur at any time during the fall and spring semesters.

## Article X - Attendees of Events of the Organization

**Section 1 - Inappropriate Member Behavior:** The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution, the Code of Student Conduct, university policy, or federal, state, or local law. Such behavior may be grounds for removal of involved members (Article III).

## Article XI - Constitutional Amendments

**Section 1 - Process for Proposing Amendments:** Members of the Executive Board may propose constitutional amendments to the full Executive Board in writing at least one week prior to the final Executive Board meeting of the spring semester. Only Executive Board members can propose constitutional amendments and introduce them to the board, as these individuals best understand the organization and methods necessary to improve it. However, general members may lobby Executive Board members to propose constitutional amendments to the Executive Board.

**Section 2 - Process for Voting on Amendments:** The Executive Board must vote on all proposed constitutional amendments at the final Executive Board meeting of the spring semester. Debate for each amendment should be constructive and thorough. The Executive Board member that proposed the amendment shall present it to the Executive Board during the meeting and the President shall facilitate the discussion. Passage of an amendment requires a two-thirds affirmative vote from members of the Executive Board. One amendment should be introduced, discussed, and voted on at a time. The constitution should be modified sparingly.

## Article XII - Dissolution of Organization

**Section 1 - Dissolution Procedure:** Dissolution of the Veterinary Jewish Student Association requires a unanimous vote from the Execute Board following meaningful and constructive discussions. Members and advisors of the organization shall be consulted prior to dissolution and their input shall be instrumental in the final decision.

**Section 2 - Assets at the Time of Dissolution:** If, at the time of dissolution, the Veterinary Jewish Student Association possess any assets, they shall be distributed evenly to current members and/or donated to a charity and/or donated to another student organization on campus. Assets include funds and any items the organization has collected over the years. All assets must be completely disposed of at the time of dissolution and finalized by the end of the semester in which dissolution occurs.

**Section 3 - Dissolution of Bank Account and EIN:** Should the organization establish an EIN with the IRS and bank account, both shall also be disbanded at the time of dissolution. Similarly, an organization specific Venmo account must also be disbanded, should one be created. Again, all remaining funds shall be distributed evenly to current members and/or donated to a charity and/or donated to another student organization on campus. This must be finalized by the end of the semester in which dissolution occurs.

**Section 4 - Debt at the Time of Dissolution:** If, at the time of dissolution, the Veterinary Jewish Student Association possess any debts, every effort should be made to address the debts before dissolution is finalized. This may be achieved through a merchandise sale, bake sale, or other fundraising event. Dissolution cannot be completed until all debts are resolved.

**Section 5 - Notice of Dissolution:** If Veterinary Jewish Student Association is dissolved, the Executive Board responsible for the decision will promptly notify the Student Activities office within one week.

**Article XIII - Privacy and Safety of Members**

**Section 1 - Privacy and Safety:** Due to unfortunate tension within society, the Veterinary Jewish Student Association and its Executive Board must adopt appropriate and reasonable precautionary measures to protect the privacy and safety of the organization’s members. This may include prohibiting the organization from managing social media accounts, limiting reference to the organization on campus, anonymizing names on the organization’s roster, and sharing meeting and event information to members only.

**Section 2 - Member Respect:** All members of the Veterinary Jewish Student Association are responsible for fostering a safe community and doing their part to protect the organization from social or political troubles. A member that endangers the safety and/or privacy of the organization and/or fellow members may be removed immediately (Article III) and reported to university officials.

**Section 3 - Reporting:** Members of the organization aware of threatening or inappropriate behavior against the Veterinary Jewish Student Association or its members are encouraged to notify the Executive Board immediately and/or university officials with their findings and concerns. If notified, the Executive Board must (also) notify university officials of the members’ concerns immediately.