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

Section 1: Name: Christian Veterinary Fellowship at The Ohio State University College of Veterinary Medicine.

Section 2 - Purpose: To enhance our relationship with Jesus Christ, build friendships with other Christians, provide a visible presence in the veterinary school and local community, and increase awareness of opportunities for Christian service in veterinary medicine.

Section 3 - Non-Discrimination Policy: 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.However, we reserve the right to require that the officers of the club must be practicing Christians.

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

Any student is welcome to join the club by attending meetings and joining the email listserv. Students can remain part of the club as long as they are a member of the College of Veterinary Medicine. No one will be asked to leave the club unless they egregiously violate the College of Veterinary Medicine Honor Code.

**Article III - Organizational Leadership**

Section 1- Titles, terms of office, type of selection, and duties of the leaders.

Leaders are chosen from among the members by nominations and voting. To be eligible, officers must be a Christian (believe that Jesus is the Son of God, is our Savior, died for our sins, and was raised from the dead as the replacement for our sins) as referenced by the Christian Veterinary Mission Doctrinal Statement. The offices of President, Vice President, Treasurer, and other offices as the club deems necessary shall be nominated/elected during the Spring Semester by the last week of March. Officers will be elected by majority vote of the ballots submitted with all voting taking place online. If no candidate receives a majority vote on the first ballot, the names of the two candidates receiving the greatest number of votes shall be balloted on again. New officers shall assume their duties at the end of the spring semester. Each officer’s term shall last 1 year.

a. The duties of the President:

1. Oversee meetings and administration of the club.
2. Lead the team of officers.
3. Help lead Bible studies and prayer.
4. Organize lunch lectures.
5. Arrange speakers.
6. Reserve rooms for club events.
7. Tend to any other administrative tasks that do not fall under the other officer responsibilities.

b. The duties of the Vice President:

1. Assist the President in planning and hosting CVF activities throughout the year.
2. Oversee meetings in the absence of the president.
3. Assist in planning, leading, and coordinating Bible study and prayer groups for the year

c. The duties of the Treasurer:

1. Oversee the club’s finances.
2. Keep an accurate record of financial transactions and maintain a record of receipts.
3. Maintain accurate contact information for all bank accounts.
4. Sign all checks and make payments as necessary in a timely manner.
5. Solicit Operating or Programming Funds as needed from the Ohio Union.
6. Work with Christian Veterinary Mission to organize Mission Trip Funding as decided by the officer team.

d. The duties of the Secretary:

1. Create and send emails necessary to keep the club’s activities running smoothly.
2. Create google forms and excel sheets for club activities.
3. Work with other officers to help plan meetings and events.
4. Help lead Bible studies and prayer.

e. The duties of the Merchandise Chair(s) [up to 2 people may hold this position]:

1. Be organized and keep an accurate inventory of all club merchandise.
2. Place reorders of any inventory at any time during the semester.
3. Send out notices to the club when it is time for a sale asking for volunteers to help sell merchandise.
4. Work closely with the Treasurer to ensure payments are made in a timely manner so the club remains in good standing with its vendors.

f. The duties of the Social Chair(s) [up to 2 people may hold this position]:

1. Plan and organize the fall retreat.
2. Organize social events that facilitate fellowship outside of weekly Bible studies.
3. Plan and organize RLRI with the RLRI coordinator if our chapter is hosting.
4. Help lead Bible studies and prayer.
5. Help organize and facilitate community outreach opportunities and events.

g. The duties of the Missions Team Coordinator:

1. Communicate between Christian Veterinary Mission and CVF to coordinate when and where the group feels called to send a short-term mission team.
2. Plan and organize the short-term mission trip: including a mission preparedness class if it is needed.
3. Help lead Bible studies and prayer.

h. The duties of the Real Life/Real Impact (RLRI) Chair:

1. Determine the RLRI our chapter will send a group to.
2. Recruit members to attend RLRI.
3. Plan and organize RLRI with the social chair(s) if our chapter is hosting.
4. Help lead Bible studies and prayer.

Section 2- Removal of officers

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is not fulfilling the duties of their office, or is in violation of the Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, AND with the consultation of the advisor(s). Officers that are removed from office shall not be allowed to run for office in the subsequent academic year. The officer shall be replaced using the election procedures outlined in Article III Section 1.

Article VI – Adviser(s) or Advisory Board: Qualification Criteria.

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. They must also be practicing Christians.

Article VII – Meetings of the Organization: Required meetings and their frequency.

Meetings are not required for membership, although they are strongly encouraged. CVF meets weekly for Bible study and fellowship, as well as monthly for prayer meetings. Additionally, there are informal events such as social gatherings and community service throughout the year.

Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements. Proposed amendments should be brought to the officers in writing, should not be acted upon but read during the time in which they are proposed, and then voted upon by the officer team. A majority vote of the officer team must be reached to enact proposed constitutional changes.