**BY-LAWS OF THE**

**STUDENT CHAPTER OF THE**

**WORLD AQUATIC VETERINARY MEDICAL ASSOCIATION**

**AT THE OHIO STATE UNIVERSITY**

**COLLEGE OF VETERINARY MEDICINE**

**ARTICLE I- NAME AND PURPOSE, NON-DISCRUMINATION POLICY**

**Section 1- Name**

This organization shall be known as the Student Chapter of the World Aquatic Veterinary Medical Association (WAVMA) at The Ohio State University, College of Veterinary Medicine (Ohio State-CVM), herein referred to as WAVMA-Ohio State.

**Section 2- Mission**

The Mission of WAVMA-Ohio State is to provide Ohio State-CVM students and other Ohio State students with graduate standing with educational, career and other opportunities within the realm of aquatic veterinary medicine, and to create programs aimed at increasing the knowledge, skills and involvement of veterinary students at Ohio State-CVM, and elsewhere, in aquatic veterinary medicine.

**Section 3- OBJECTIVES**

The objectives of this WAVMA-Ohio State Chapter shall be:

1. To serve any Ohio State-CVM student intrigued with any aspects, species and/or discipline that pertains to or directly includes aquatic veterinary medicine;
2. To create or provide activities, opportunities and programs that will allow WAVMA-Ohio State members to gain knowledge and obtain hands on experiences of techniques in aquatic veterinary medicine, and to help prepare them for a career that will benefit both aquatic animals and the aquatic veterinary medicine as a whole;
3. To have professionals within the field prepare students on how to properly advance and support the discipline and practice of aquatic veterinary medicine, animal health and welfare, environmental and public health, and food safety;
4. To act as liaison between Ohio State-CVM and WAVMA-Ohio State with the aim of crystal clear communication between both groups, as well as with others in the industry and other chapters, to share passions, ideas and resources for the overall betterment of all those involved.

**Section 4- NON-DISCRUMINATION POLICY**

1. This organization and its members shall not discriminate against any individual(s) 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.
2. As a student organization at The Ohio State University, WAVMA-Ohio State 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, which can be found here: https://hr.Ohio State.edu/public/documents/policy/policy115.pdf.

**ARTICLE II- MEMBERSHIP**

WAVMA-Ohio State Chapter members shall:

1. All students enrolled and in good standing at The Ohio State University, College of Veterinary Medicine or another graduate program, are eligible to become voting members of this Chapter.
2. All members of WAVMA-Ohio State must become members of WAVMA in accordance with the guidelines set forth by WAVMA.
3. All members in good standing, shall possess equal rights within WAVMA-Ohio State, including involvement in activities and proceedings, and election of the Executive Board.
4. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

**ARTICLE III- EXECUTIVE BOARD AND FACULTY ADVISOR**

**Section 1- PURPOSE**

1. The Executive Board of WAVMA-Ohio State shall be responsible for overseeing and carrying out the agenda of WAVMA-Ohio State and individually designated tasks, as described within the by-laws (*See Article III-Section V-Duties and Terms of Office*). Responsibilities shall be based around betterment of WAVMA-Ohio State with the purpose of organizing, coordinating and facilitating WAVMA-Ohio State activities and programs.
2. The Executive Board is responsible and charged with the duty of carrying out the provisions of the administrative by-laws.
3. The Executive Board shall decide as to the eligibility of WAVMA-Ohio State members and additional annual dues required of members, other than WAVMA member dues.

**Section 2- DESIGNATIONS**

1. The Executive Board will consist of at least five members willing to serve as Chapter Officers.
2. The Officers will be responsible for conducting general business of WAVMA-Ohio State and will include: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Networking and Promotions Chair, and any student advisors. Officer positions may be modified with the unanimous votes of the entire Executive Board, with exclusion of the student advisors.
3. A full-time faculty or staff member of The Ohio State Veterinary School in good standing with WAVMA will be appointed by the Executive Committee to serve as Faculty Advisor to WAVMA-Ohio State, and will be a non-voting member of the Executive Committee.

**Section 3- NOMINATIONS AND ELECTIONS**

1. Terms of office will be a full year, starting in the Fall Semester and ending in the Spring Semester of the following calendar year. This will allow smoother transitions between Executive Boards.
2. An election will take place each spring term in order to assign individuals to specific positions, at a date designated by the Executive Committee.
3. All WAVMA-Ohio State members in good standing with the University and WAVMA-Ohio State shall have equal opportunity to apply, or be nominated by another member.
4. To be eligible to run for an officer position, a proposed lunch lecture or trip must be included in the running member’s speech, and following possible election to a position the proposed lunch lecture or trip must occur.
5. Any eligible WAVMA-Ohio State Member can serve more than one consecutive term if elected to do so.
6. Of WAVMA-Ohio State members that cast a vote, majority vote shall be required for election of an Officer.

**Section 4- OFFICER VACANCY**

1. An Officer may resign from duty at any time by delivering a written resignation to the Chapter President and Vice President.
2. The event that an Officer is not fulfilling the duties set forth by the position, the Officer may be relieved of said position, are not in good standing with the University, or any reason decided upon by both the Executive Committee and the Faculty Advisor.
3. In the event of an Officer vacancy, the Executive Committee may take action to fill the position by in any way, shape, or form that they deem necessary.

**Section 5- DUTIES AND TERMS OF OFFICE**

1. In accordance with the guidelines set forth by the WAVMA, “the Faculty Advisor will assist the Officers and WAVMA-OHIO STATE Members in facilitating general activities of WAVMA-OHIO STATE. He/she will also serve as a mentor and advisor to WAVMA-OHIO STATE Members on career options and appropriate aquatic veterinary courses and other educational opportunities; promote WAVMA and participation in WAVMA programs to students; and assist in organizing Chapter aquatic veterinary seminars, workshops, wet labs, site visits, and other activities.”
2. Advisor(s) of WAVMA-Ohio State must be members of the Ohio State University faculty or Administrative & Professional staff.
3. In addition to other duties as described below, Officers shall: preside over Chapter general meetings; be responsible for approving administrative policies of WAVMA-OHIO STATE; serve as members of the Executive Committee; actively work to advertise and promote WAVMA-OHIO STATE; and act as a liaison between WAVMA-OHIO STATE members, OHIO STATE-CVM, Faculty advisor and WAVMA.
4. The terms of office will be the academic year, beginning at the end of the spring semester and will finish at the end of the spring semester the following year.
5. The President shall:
   1. Serve as the Chief Executive Officer of the Executive Board and Chapter.
   2. Preside over Executive Board and Chapter general meetings.
   3. Assist in facilitating all Chapter activities and programs.
   4. Be the liaison between WAVMA-OHIO STATE members, OHIO STATE-CVM, the Faculty Advisor, and WAVMA.
   5. See Article IV, section 2.
6. The Vice President shall:
   1. Preside at meetings and automatically assume the duties of the President in the absence of, or when requested by, the President.
   2. Assist the President in facilitating WAVMA-OHIO STATE activities and programs.
   3. Aid and assist all other Chapter Officers in every way possible, enabling efficacy and efficiency throughout the chapter.
7. The Secretary shall:
   1. Serve as the Chief Communications Officer of the Chapter, recording and maintaining an official list of all members, Officers and the Faculty Advisor, including points of contact and special needs of members.
   2. Record and distribute minutes and attendance at all meetings.
   3. Maintain all Chapter records & reproduce any records that are requested by to the Executive Board upon request, with the exception of personal records.
   4. Maintain a file of contacts, under given consent, of the speakers, site visit coordinators, and other important contacts of the Chapter for future use and reference. This file will also contain information about useful resources the Chapter can use, as it becomes known.
   5. See Article IV, section 3.
8. The Treasurer shall:
   1. Serve as the Chief Financial Officer of the Chapter.
   2. Establish and maintain all necessary financial accounts to conduct the business of the Chapter, with the aid of the Faculty Advisor.
   3. Required to collect, deposit and maintain records of all membership dues and other finances paid to or otherwise required by the Chapter.
   4. Receive and pay all invoices for Chapter Expenses.
   5. Submit a financial report to the Executive Committee upon request.
   6. Reproduce any records that are requested by any member of the Chapter, with the exception of personal records.
   7. Treasurer is also responsible for making students members of WAVMA, through the online website.
9. The Sergeant-At-Arms shall:
   1. Assist the President and Vice-President with their duties, including but not limited to: preparing lunch lectures, events, wet labs, trips and running meetings.
   2. Serves as general support for the executive board.
10. Networking and Promotions Chair:
    1. Responsible for running all social media accounts, appropriately and with good taste.
    2. Promoting events and various activities concerning WAVMA-OHIO STATE through various social media platforms and physical advertisements.
    3. Responsible for organization of club promotion at college sponsored events.

**ARTICLE IV- MEETINGS**

1. Chapter meetings should be held at a frequency, location and time to be decided upon by the Executive Board, at least twice a semester with a goal of once a month if possible.
2. The President shall preside over all meetings, unless otherwise agreed and consented upon by members of the Executive Committee.
3. The Secretary shall be responsible for informing all WAVMA-OHIO STATE members of meetings, distributing agendas and notices, and for maintaining and distributing minutes of each meeting to WAVMA-OHIO STATE members, within three days time of the meeting passing.
4. Activities will be equal opportunity unless a factor that limits the number of participates is present. The Executive Board will decide if the opportunity is one that is likely to be presented again within two consecutive years, and if so preference will be given to second year members. If the opportunity is one that is not likely to be presented again within two consecutive years no preference will be given. The Executive Board regulates the final judgment and responsibility for these decisions.
5. All Chapter members, including Officers, will conduct themselves in such a way that is in accordance with WAVMA and OHIO STATE-CVM policy with special consideration given during Chapter meetings and activities.

**ARTICLE V- BYLAWS AMENDMENTS**

1. Any proposed amendments to any Article, Section or Subsection of these by-laws to improve the structure and function of the Chapter may be offered by petition from any member and submitted in writing to the Secretary.
2. Proposed amendments will be reviewed by the Executive Board and, if deemed appropriate, shall be ratified by a two-thirds majority vote of all Chapter members and presented to OHIO STATE-CVM and WAVMA for endorsement.

**ARTICLE VI- DISSIPATION OF THE CHAPTER**

1. In the event of the dissipation of the Chapter, the Treasurer will be responsible for redistribution of all club funds to OHIO STATE-CVM, and designed to be used as “Club Funding”.

**History**: These bylaws have been reviewed and approved by the Office of the Student Life (The Ohio State University), and the Executive Board, World Aquatic Veterinary Medical Association

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