

Constitution and By-Laws  
The Ohio State University Zoo, Wildlife, and Conservation Medicine Club

Constitution

Article I – Name

This organization shall be known as the Ohio State University Zoo, Wildlife, and Conservation Medicine Club.

Article II – Duration

The duration of this Association shall be considered perpetual.

Article III – Objectives

The objectives of this Association shall be:

1. to enhance the educational opportunities of the professional students in the College of Veterinary Medicine, Ohio State University.
2. to inform students about veterinary problems currently encountered in dealing with zoo animals, aquatic, wildlife, and exotic pet species. (referred to here on out as “exotic species”)
3. to advance programs for preventative medicine, husbandry, and scientific research in the field of veterinary medicine dealing with exotic species.
4. to provide club members with opportunities to develop tangible, concrete, clinical based skills and knowledge applicable to “exotic species”
5. to expand members’ opportunities in networking with veterinarians and related professionals working with “exotic species”

Article IV – Property

This Association is not formed for pecuniary profit or gain and no money or properties received by the Association shall be paid to any member, or to any person, during the life of the Association, except as compensation for property purchases or services rendered.

Only funds procured from the Ohio State University’s programming funds may be used to pay honoraria for speakers, as chosen by a majority vote of club officers. Funds generated by the club and stored in the club account cannot be used for honoraria.

Article V – Membership and Non-Discrimination Policy

Active membership in the Zoo, Wildlife, and Conservation Medicine Club shall be open to any Ohio State University student interested in wildlife and exotic animal medicine who is

able and willing to pay an annual membership due predetermined by the club officers. Voting membership shall be limited to currently enrolled Ohio State students. This organization and its members shall not discriminate against any individuals(s) for reasons of race, creed, religion, color, sexual orientation, national origin, sex, age, handicap, and/or veteran status.

#### Article VI – Officers

The officers of this Student Chapter shall be a president, a vice president, a secretary, a treasurer, a merchandise chair, a media manager, and a club liaison. All officers must be students of The Ohio State University and voting members of the club, who have participated in at least one club event prior to elections.

#### Article VII – Impeachment/Removal and Replacement of Officers and Members

All officers and members may be subject to removal from the club for misconduct or behavior that misrepresents the club. In the event such a claim is made against a Chapter member unanimous decision of officers and the advisor will determine the outcome for said member or officer. Per the Organization’s anti-discrimination policy, no officer or member can be removed from the club based on any of the statues listed under Article V.

#### Article VIII – Amendments

The Constitution can be amended only by a majority vote of the present number of active members regular meeting of the club or by majority vote of all active members via e-mail, provided the proposed amendment has been submitted in writing.

## By-Laws

### Article I – Election of Officers

#### Section 1

Eligibility: Active members only shall have the privilege of voting or holding office. In order to be considered “active,” members must have paid dues and participated in at least one club event. Candidates for office must have contacted current officer of desired position at least one week prior to the election date.

#### Section 2

Eligibility for President: Only active members who have previously served or are currently serving as an officer of the club are eligible to run for President.

There are no other specific eligibility requirements for other officer positions.

#### Section 3

Election of officers: Officers will be elected by a majority vote of the membership in session at a formal meeting, held prior to the end of the academic year. If two or more nominations are made for the same office, the vote will be cast by a secret paper ballot, and if any candidate does not receive a majority of the votes cast on the first ballot, the names of the two candidates receiving the greatest number of votes shall be balloted upon again. No absentee ballots or electronic ballots will be used or accepted. Candidates running for the same position shall not be present for an opponent’s speech. Interested members may only be listed on the ballot as a candidate for a maximum of two positions. Ballots will be collected and counted by the club advisor and ineligible officers only.

#### Section 3

Tenure: Terms of office shall begin at the close of the last regular meeting of the academic year and shall continue until the close of the last regular meeting of the following academic year. A transition meeting of current and incoming officers shall be held prior to the end of the academic school year.

### Article II – Duties of Officers

#### Section 1

The duties of the President shall be:

1. preside, preserve order during, and regulate the proceedings of all club meetings, but with the authority to delegate the Vice President to assume these duties at his/her request.
2. to create and maintain an agenda for all meetings.
3. to appoint committees as deemed necessary by the executive board to carry out chapter objectives.
4. to serve as primary coordinator and supervisor the activities of the Chapter.
5. to officially represent this club and perform all other duties that properly fall upon the President.
6. to be informed upon and maintain eligibility status of the club within University guidelines per the Ohio Union Student Organization regulations, such as advisor training, fund availability, etc.
7. to assist other officers with duties and event planning as necessary.

## Section 2

The duties of the Vice President shall be:

1. to serve in the absence of or when requested by the President.
2. to serve as contact with the Columbus Zoo & Aquarium, The Wilds, and the Cincinnati Zoo.
3. to schedule zoo rounds, darting labs, and other activities with the local zoo communities.
4. to organize and oversee at minimum two wet-labs per year.
5. to create and maintain a list of contacts for networking related to “exotic species”
6. to assist the President in all duties requested.
7. to take over the duties of the office of President in the event that the officer is incapable of performing his/her duties or the office is vacated.
8. to assist other officers with duties and event planning as necessary.

## Section 3

The duties of the Secretary shall be:

1. to take minutes of officer meetings of the club and to make these minutes available to officers and advisor via shared online documents.
2. to notify members of all meetings of the chapter.
3. to update, maintain, and serve as the only administrator of the club listserv.
4. to maintain records of all club business and correspondence, including membership records and attendance at meetings.
5. to make members aware of “exotic species” related conferences and oversee transportation and lodging opportunities for participating members.
6. To assist other officers with duties and event planning as necessary.

## Section 4

The duties of the Treasurer shall be:

1. to collect all membership dues.
2. to be custodian of the funds of the club and to be solely responsible for signing all checks.
3. to file taxes for the club if necessary.
4. to order or pick-up and transport refreshments to meetings as necessary.
5. to assist other officers with duties and event planning as necessary.

#### Section 5

The duties of the Merchandise Chair shall be:

1. to oversee all merchandise purchasing and sales in coordination with the Treasurer.
2. to maintain an inventory of all merchandise.
3. to set-up and find volunteers for any merchandise sales.
4. to create, organize, and oversee additional fundraising opportunities for the club.
5. to assist other officers with duties and event planning as necessary.

#### Section 6

The duties of the Media Chair shall be:

1. to maintain the club bulletin board in the Veterinary Medical Center.
2. to maintain and serve as sole administrator of all online sites and information associated with the club, including but not limited to CVM Community, Facebook page, club website.
3. to act as photographer at club events.
4. to be responsible for all technical logistics of video chat lectures. This includes but is not limited to procurement of necessary equipment and prior set-up and test run of software and equipment.
5. to assist other officers with duties and event planning as necessary.

#### Section 7

The duties of the Club Liaison shall be:

1. to serve as a liaison between Zoo, Wildlife, and Conservation Medicine Club and other related organizations, including but not limited to other exotic animal clubs.
2. to serve as a representative for students interested in avian, reptile, and aquatic medicine.
3. to observe and work closely with other officers in order to gain an understanding of the logistics of maintaining a functional club.
4. to assist other officers with duties and event planning as necessary.

## Section 1

The places, dates, and times of regular meetings shall be tentatively decided by majority vote at the first meeting of the academic year, to be called at the President's discretion.

At least one officer meeting per semester must be held, with all officers in attendance. The places, dates, and times of these meetings shall be decided by the President.

## Section 2

The order of business at regular meetings shall be:

1. Call to order.
2. Reading of the minutes of the last regular meeting and any special meetings called since the last regular meeting.
3. Reports of Officers.
4. Reports of Committees.
5. Old Business
6. New Business
7. Appointment of special committees.
8. Report of any previously designated special committees.
9. Announcements
10. Adjournment of business meeting.
11. Professional program – entertainment.

The order of business at executive board meetings shall follow an agenda designated by the President prior to the start of the meeting. All minutes of these minutes must be recorded by the Secretary and made available to all officers following the meeting.

## Section 3

Parliamentary procedure shall be followed according to "Robert's Rules of Order", a copy of which shall be in the possession of the President at each meeting.

## Section 4

Quorum: The membership present at a duly called regular or special meeting shall constitute a quorum for the transaction of business.

## Section 5

Special meetings of the Chapter may be called upon a majority vote of the Officers, or upon petition of a majority of active members. Notice of such special meetings and their purpose(s) shall be given to all members at least five days before they are to be held. The business of a special meeting shall be limited to the purpose(s) for which it is called.

## Section 6

There shall be at least one faculty advisor to be decided upon by the executive board at the first meeting following elections.

#### Article IV – Decision Making

All of the following will be decided upon by a majority vote of all executive officers:

##### Section 1

Regarding lectures: The following must be decided upon by a majority vote of all executive officers; choice of lecturers, format of lecture (i.e. video chat vs. live lecture), any type of compensation for lecturer (i.e. honoraria, travel, lodging), scheduling of lecture, if refreshments or a meal are to be provided.

##### Section 2

Regarding other activities: The following must be decided upon by a majority vote of all executive officers; activities to be held, including but not limited to wet labs, field trips, and rounds, scheduling of activities, use of club funds for transportation, entrance fees, or lodging.

##### Section 3

Regarding finances: The following must be decided upon by a majority vote of all executive officers; any club expenses greater than a \$100 value.

#### Article V – Impeachment/Removal and Replacement of Officers and Members

##### Section 1

All elected officers and club members may be subjected to impeachment/removal by a two-thirds majority vote of the total membership, including officers and advisor.

##### Section 2

Grounds for impeachment are negligence and any form of misconduct that is damaging to the club. An officer/member may be impeached/removed only under the following conditions:

1. there must be a quorum present during impeachment/removal
2. two-thirds of the membership must vote
3. prior to impeachment/removal, there must be one week's notice of intent publicized
4. at the proceedings, the individual being considered for impeachment/removal must be given the opportunity to defend themselves

##### Section 3

Any officer vacancies shall be filled by an election held within two weeks from the date of impeachment/removal.

#### Article IV – Amendments

These By-Laws may be amended at any regular or special meeting of the Chapter by paper ballot or clicker vote, or via online vote sent by the Secretary by a majority vote of the members present provided the proposed amendment is presented in writing.