

THE OHIO STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE

CONSTITUTION
OF
THE LATINX IN VET MED
Veterinary Medicine Academic Building
1900 Coffey Road
Columbus, Ohio 43210

Mission Statement

The Latinx in Vet Med is an affinity group formed to celebrate the Latinx culture as well as foster and bring awareness about the Latinx community. This group welcomes with open arms any student, staff, and/or faculty within the College of Veterinary Medicine interested.

ARTICLE I. NAME

The name of the organization shall be the Latinx in Vet Med; hereinafter referred to as the "Group."

ARTICLE II. PURPOSE

Section 1. By holding meetings, cultural events, and collaborating with other inter-professional organizations, the Latinx in Vet Med hopes to strengthen and empower the Latinx community within the college. In doing so, we aim to foster diversity and inclusion as well.

Section 2 - 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.

ARTICLE III. AUTHORITY

Section 1. The Group, as a registered organization of the University and the College of Veterinary Medicine, shall have the right to petition the University for an amount of those activity fees which are earmarked for student organizational usage.

Section 2. The Group shall have the authority to allocate and disburse funds from the treasury of the Group and shall have the power to levy fees on the membership of the Group.

Section 3. The Group shall determine its own rules of procedure, be the judge of the elections and returns, and determine the qualifications of its members.

ARTICLE IV. MEMBERSHIP

Section 1. The Group shall be composed of veterinary students, faculty, and staff at The Ohio State University College of Veterinary Medicine wishing to remain active as members.

Section 2. The Executive Board of the Group may, at any time, review the membership status of any individual whose conduct fails to reflect the mission of the Group at that of the Ohio State University College of Veterinary Medicine. A plurality of the votes cast in ballot at an executive meeting of the officers of the Group shall be necessary to:

- a. Set a probationary period for members whose conduct violate the Group's mission.
- b. Terminate the membership of members whose conduct violates the Group's mission.

ARTICLE V. ELECTIONS AND OFFICERS

Section 1. The Group shall elect annually from among its members, in such a manner as it prescribes, a President-Elect, Vice President, Secretary, Treasurer, Inter-professional Liaison, Community Outreach Chair, Historian, Events Committee, and such other officers as it may provide for.

Section 2. The President-Elect (selected as a first-year student) will serve during their 2nd year, before becoming the President their third year.

Section 3. The time, place, and manner of holding elections for officers shall be as prescribed in the By-Laws.

Section 4. A plurality of the votes cast in ballot by the Group shall be necessary for the election of its officers.

Section 5. The Executive Board may, at any time, remove any officer from office by a two-thirds vote, provided a quorum is present. A written motion for this action must be submitted at a regularly scheduled Executive Board meeting and bear the signatures of a least seven Executive Board members. The motion must be voted upon at a subsequent meeting.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President (Co-Presidents 2019-2021 only) shall:

- a. Preside over all meetings of the Group and of the Executive Board.
- b. Implement all decisions of the Group.
- c. Appoint a time and place for regular and special meetings.
- d. Delegate responsibilities to other Executive Board members as needed.
- e. Represent the Group at University, College, and community functions.
- f. Communicate with faculty/staff to book meeting rooms.
- g. Attend annual training for student organizations required by the University.
- h. Assist other Executive Board members as needed.
- i. Check for and respond to e-mails pertaining to the Group.

Section 2. The President-Elect shall:

- a. Assume any duties the Group or President (Co-Presidents 2019-2021 only) directs.
- b. Attend Executive Board Meetings.
- c. Assume the presidency following end of term as President-Elect.
- d. Assist other Executive Board members as needed.
- e. Check for and respond to e-mails pertaining to the Group.

Section 2. The Vice President shall:

- a. Assume any duties the Group or President (Co-Presidents 2019-2021 only) directs.
- b. Preside over Group meetings in the absence of the President (Co-Presidents 2019-2021 only).
- c. Attend Executive Board Meetings.
- d. Assume the presidency in the event that it falls vacant.
- e. Assist other Executive Board members as needed.
- f. Check for and respond to e-mails pertaining to the Group.

Section 4. The Secretary shall:

- a. Keep the minutes of the Group and Executive Board meetings.
- b. Conduct the correspondence of the Group aside from correspondence pertaining to Community Outreach Chair duties.
- c. Maintain all active Group records.
- d. Inform all Group members of all regularly scheduled meetings one week prior to the meeting.
- e. Preside over Group meetings in the absence of the President (Co-Presidents 2019-2021 only) and Vice President.
- f. Assist other Executive Board members as needed.
- g. Check for and respond to e-mails pertaining to the Group.

Section 5. The Treasurer shall:

- a. Handle finances of the Group according to University policy.
- b. Keep accurate records of the Group's financial status.
- c. Apply for diversity and inclusion grants/scholarships on behalf of the Group.
- d. Provide a written annual report of the Group receipts and disbursements for the membership.
- e. Attend Executive Board Meetings.
- f. Preside over Group meetings in the absence of the President (Co-Presidents 2019-2021 only), Vice President, and Secretary.
- g. Assist other Executive Board members as needed.
- h. Check for and respond to e-mails pertaining to the Group.

Section 6. The Community Outreach Chair

- a. Remain up to date on community outreach opportunities and communicate them to the Group.
- b. Serve as a Liaison between faculty/staff and students to acquire and communicate information regarding community outreach opportunities.
- c. Assist other Executive Board members as needed.
- d. Check for and respond to e-mails pertaining to the Group.

Section 7. The Historian

- a. Take and post photos of Group activities and events.
- b. Maintain all social media accounts, appropriately, with good taste, and adhering to College policy.

- c. Promote events and activities concerning the Group through social media platforms and physical advertisements.
 - i. Publish each event twice two weeks prior to the event, two times the week of the event, and once the day of the event 5 hours prior to the start time.
 - ii. Events should be publicized on the Group Facebook and Instagram as well as all class Facebook pages.
- d. Assist other Executive Board members as needed.
- e. Check for and respond to e-mails pertaining to the Group.

Section 8. The Inter-professional Liaison

- a. Communicate with leadership at other Colleges and within The Ohio State University to collaborate on events.
- b. Communicate with professionals scheduled to speak at events for the Group.
- c. Assist other Executive Board members as needed.
- d. Check for and respond to e-mails pertaining to the Group.

Section 9. The Events Committee

- a. Lead the planning of events for the Group.
- b. Create flyers for events and share them with the Historian for event advertisement.
- c. Ensure that the Group has the necessary supplies for events and bring them to the events.
- d. Set up before and clean up after events.
- e. Recruit other Executive Board members for assistance as necessary.

ARTICLE VII. MEETINGS AND ATTENDANCE

Section 1. There shall be at least three regular meetings of the Group during each semester. Notice of the time and place of each regular meeting shall be given at least one work week prior to said meeting.

Section 2. The President (Co-Presidents 2019-2021 only) shall call meetings at the times published at the beginning of each semester, in addition to calling special meetings at the request of three members of the Executive Board and/or upon the request of four members.

Section 3. Meeting attendees shall only consist of:

- a. Members
- b. Non-members who actively participate in the planning and implementation of Group functions
- c. Persons presenting information of relevance to the Group. All presentations must be pre-approved by the Executive Board.

Section 4. All meeting attendees are subject to the Code of Ethics as set forth in this Constitution.

Section 5. The Executive Board will meet at least once per month, and the President (Co-Presidents 2019-2021 only) may call additional meetings of the Executive Board as needed. Every Executive Board member is required to attend Executive Board meetings.

Section 6. If an Executive Board member is unable to attend an Executive Board meeting in person, he or she is expected to attend remotely. If an Executive Board member is unable to attend an Executive Board meeting at all or needs to leave early, he or she must contact the

President (Co-Presidents 2019-2021 only) prior to the meeting (preventable scheduling conflicts are not considered an appropriate excuse).

Section 7. Members of the Executive Board may miss one Executive Board meeting per semester, unless class schedule requires otherwise.

ARTICLE VIII. QUORUM AND VOTING

Section 1. At all meetings of the Group, one-half of the Executive Board, shall constitute a quorum.

Section 2. Voting privileges shall be granted to those whose names appear on the membership roster.

Section 3. A plurality of votes will be necessary to pass any motion made in general or Executive Board meetings.

ARTICLE IX PARLIAMETARY AUTHORITY

Robert's 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the Constitution and By-Laws of the Group.

ARTICLE X. AMENDMENTS

Section 1. Any proposed amendment of the Constitution or By-Laws must be presented in writing with the signatures of seven Executive Board members at a regularly scheduled meeting of the Group.

Section 2. A copy of the proposed amendment must be submitted at a regularly scheduled meeting of the Group and may be voted upon at a subsequent meeting.

Section 3. An affirmative vote of two-thirds of the voting membership present shall be sufficient to adopt the amendment provided a quorum is present.

Section 4. Copies of all adopted amendments shall be presented to each member.

Section 5. The Executive Board has authority to call for a constitutional review.

Latinx in Vet Med By-Laws

Section I. MEMBERSHIP

The Group shall be composed of only veterinary students, faculty, and staff at The Ohio State University College of Veterinary Medicine.

Section II. ELECTIONS

1. All officers shall be elected during the end of Spring Semester and take office at the beginning of the Fall Semester. Newly elected officers shall sit ex-officio in meetings with the Executive Board during the Spring Semester. All Executive Board members shall deliver a written final report to the general body at the final general body meeting that summarizes their activities of the past fiscal year.
2. All nominations for President-Elect, Vice President, Treasurer, Secretary, Inter-professional Liaison, Community Outreach Chair, Events Committee, and Historian must be received by all members of the Executive Board at least one regularly scheduled meeting before elections are conducted. The President (Co-Presidents 2019-2021 only) shall announce all nominations at the regularly scheduled meeting before elections. The President (Co-Presidents 2019-2021 only) shall present at least one-two candidates for President-Elect, Vice President, Inter-professional Liaison, Community Outreach Chair, Secretary, Historian, Events Committee, and Treasurer at a meeting prior to the elections meeting. Only currently enrolled veterinary students may run for the aforementioned positions.
3. The former President (Co-Presidents 2019-2021 only) and Treasurer shall change the names of all financial and university accounts to the names of the newly elected President and Treasurer within 72 hours of the election. The former Executive Board members shall bring all materials necessary to fully execute their official responsibilities to the elections meeting. A meeting (transition meeting hereafter) between the former Executive Board members and new Executive Boards shall take place immediately following the election conducted by the Executive Board.
4. A person running for more than one office must rank their desired offices according to preference as holding more than one office is prohibited.
5. A person may not be a candidate for President or President-Elect unless he/she has been a member of the Group for the Fall and Spring semesters consecutively.
6. Executive Board Members shall be elected by a fifty percent plus one (majority hereafter) of the votes by members present at the meeting, provided a quorum is present. The members shall vote through ballot. The President (Co-Presidents 2019-2021 only) shall count and announce the number of votes for each office.
7. In the event any Executive Board member of the Group terminates his/her student status with the University or is otherwise so disposed that he/she cannot perform their functions, he/she shall immediately resign office and the unexpired term shall be filled via election by members of the Group as provided by Paragraph 6 of Section II of these

By-Laws. This shall not apply in the case of a vacancy in the office of President (Co-Presidents 2019-2021 only). In this case, the office of President (Co-Presidents 2019-2021 only) would be filled by the Vice President, and the Secretary will take the position of interim Vice President until a new candidate is elected as Vice President.

8. In the event that the Vice President takes the office of President (Co-Presidents 2019-2021 only) for the reasons stated in Paragraph 7 of Section II of these By-Laws, nominations will be taken for the office of Vice President so that the membership, as defined by Section I of these By-Laws, can vote on the position during a general body meeting.

Section III. APPOINTMENTS

1. Upon request, the Executive Board shall provide for the nomination of Group members for any position which may occur on Group committees.
2. If any of the appointees resign, a replacement shall be selected by the same procedures as the original appointment.

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