Section 1: Name:

The Zoology Club at The Ohio State University

Section 2: Purpose:

The purpose of the Zoology Club is to enhance the academic experience of Ohio State University students, faculty, and staff with interests in zoology and other disciplines in the biological sciences. The Club will provide students with a forum to discuss career, research, and volunteer opportunities/experiences, and to develop social and professional networks among the students, faculty, and staff at The Ohio State University, as well as other, external organizations.

Section 3: Non-discriminatory Policy:

The Zoology Club and its members will not discriminate against any individual(s) for the reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

***Article II***

Section 1: Membership Qualifications

The Zoology Club is open to all students, faculty, staff, and alumni of The Ohio State University. Voting privileges are held by Club members who are currently affiliated with The Ohio State University, who have paid their dues, and who have attended at least one general meeting per semester while they have been members (exclusive of the meeting at which a vote is taken).

***Article III***

Section 1: Description of Officers' Positions and Duties

President: The Club's President will run the general meetings, plan for and lead meetings of the Executive Committee, and arrange for guests and guest speakers when appropriate. The President will also act as the primary liaison between the Club and The Ohio State University Office of Student Affairs.

Vice-President: The Club's Vice-President will assume the duties of the President when the President is unable to do so. The Vice-President will also serve as an advisor to the President and as a liaison between the President and other officers. The Vice-President will also be the primary contact for volunteer opportunities, unless the task is delegated to an unofficial “chairperson” who is more familiar with the volunteer organization.

Secretary: The Club's Secretary will record and distribute the minutes from each general and Executive Committee meeting. The secretary will maintain the Club's address records (including an e-mail list) and draft and distribute the announcements for meetings. The Club's secretary will prepare and distribute other records and correspondence, written or electronic, as necessary to maintain the Club's business.

Treasurer: The Club's Treasurer will collect dues from the Club's members and maintain the Club's financial records. The Treasurer will also be responsible for reporting to the Club's officers and members, on a regular basis, an accounting of the Club's financial status and membership.

Fund-raising/Social Chairperson(s): The Club's fund-raising/social chairperson(s), in consultation with the Club's Treasurer, will be responsible for making the logistical arrangements for all activities other than general meetings. He/she will also be responsible for the Club's other social activities, as well as publicity for the Club's events and fundraisers.

***Article IV.***

Section 1: Executive Board

The Club's Executive Committee will be comprised of the elected officers described in Article III.

***Article V.***

Section 1: Standing Committees

None

***Article VI.***

Section 1: Election of Officers

The officers described in Section III will be elected via an online poll, which is opened at least four weeks prior to the Spring Registration window for student organizations. Club members may self-nominate for up to two positions. Candidates win the position by winning a majority of the online votes, and elected officers will serve a one year term. Officers who remain in good standing with the organization are eligible to run for consecutive terms. In the event that an office is not filled during the Spring Semester election, the remaining members of the Club's Executive Board may appoint a person to fill the office without a majority vote of the Club's members.

Section 2: Removal of Officers

In the event that one or more of the above officers no longer meets the expectations of the position, the remaining officers may vote and, by simple majority, remove said officer from his/her position. Depending on the needs of the club or the timing in the year (closeness to the next election), the officers may either appoint a new officer or take up the duties between themselves. The President, however, will always be replaced by the Vice-President.

Section 3: Selection of General Members

Membership to the club is open and there is no selection process. Members will be asked to pay dues after attending two meetings in a semester.

Section 4: Removal of General Members

Removal of members will be dealt with on a case-by-case basis, but will follow the guidelines below. In cases of suspension/banishment from club meetings or events, the offending member will not be refunded any dues paid. Offending members may request a private meeting with club officers to discuss their suspension/banishment or have their suspension/banishment reviewed by the club’s faculty advisor.

· Minor offenses (non-payment of dues, disruptions of meetings, etc.): The offending member will be warned/reminded of their behavior and possibly asked for refrain from attending the following meeting. Repetition of minor offenses may result in banishment from club meetings and events for the rest of the semester or year.

· Major offenses (theft, harassment, etc.): The offending member will be asked to leave the meeting (if applicable) and asked not to return for the rest of the semester or year. If needed, University officials will be notified of the member’s behavior.

***Section VII.***

Section 1: Advisor(s)

Dr. Peters Curtis, Advisor, Department of Evolution, Ecology, and Organismal Biology (Curtis.7@osu.edu)

***Article VIII.***

Section 1: General Meetings

Meetings of of the Club's members will be held once every other week during each academic semester (except Summer), which totals between six and eight meetings per semester. All members will be notified of the time and place of each meeting at least four days before the meeting.

Section 2: Quorum at General Meetings

For meetings of the Club's general membership, a quorum is defined as 50% of the members who are eligible to vote.

Section 3: Executive Board Meetings

The Executive Committee will meet after regular bi-weekly general meetings, unless otherwise determined by the President. Additionally, Executive Board will communicate regularly through email, GroupMe, and text messaging to conduct the Club's business.

Section 4: Quorum at Executive Committee Meetings

For meetings of the Club's Executive Committee, the Club's President and any four additional elected officers constitute a quorum.

***Article IX.***

Section 1: Constitutional Amendments

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

***Article X.***

Section 1: Dissolution of the Club

In the event of the failure to maintain and achieve its purposes, the Club will be dissolved. Any unencumbered assets will be returned to the donors. The Club's President and Vice-President will be held responsible for paying any debts of and related closing duties for the Club.

**By-Laws**

***Article I.***

The Zoology Club adheres to the tenant that all members will have an equal opportunity to share their opinions and to participate in the Club's decisions and activities, but the vote of the majority of the Club's members, and/or majority of the Executive Board, will stand for all decisions made.

***Article II.***

A student or alumnus, or a member of the University's faculty or staff, is considered a member of the Club upon paying dues. The dues are $10/semester or $15.00/year. Dues may be paid at any meeting of the Club's membership, or by contacting the Club's Treasurer. A student or alumnus, or a member of the University's faculty or staff becomes a member (and current students gain voting rights) once they pay their dues; until then they are considered a guest.

***Article III.***

All officers are elected from a slate of candidates solicited through open nominations.

The terms of office begin in April, or upon the end of Spring Semester (after being elected and trained) and end the following Spring Semester (after new officers are elected and trained).

All officers are required to attend all general and Executive Committee meetings. Unless there are extenuating circumstances (illness, academic class, etc.), officers who miss any two meetings during the academic year may be removed from office.

Should the President of the Club be unable to fulfill his/her term of office, the Vice-President will assume the President's responsibilities, and the new President will appoint a new Vice-President from the Club's membership. Should any other officer be unable to fulfill his/her term, the President will appoint a replacement from the Club's membership.

***Article IV.***

The Club's advisor is expected to show interest and be involved in the Club's activities. The advisor will act as a liaison between the Club's officers and the College of Biological Sciences and Department of Evolution, Ecology, and Organismal Biology. All of the Club's activities must be approved by the advisor.

***Article V.***

Meetings of the Club's members will be announced in advance by means of e-mail, posters, and announcements in classes. Decisions on issues will be made by voice votes, although written (secret) or mail (e-mail) ballots may be used if approved by a majority of the members present at a meeting.

Amendments to the By-Laws must be presented in writing at a general meeting of the Club's membership, but an amendment can not be voted upon until the next meeting of the Club's general membership. To approve an amendment to the By-Laws, 2/3rds of the members in attendance must vote in the affirmative.

Updated on: 4/18/2018