THE OHIO STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE

CONSTITUTION

OF

THE DR. J.H. BIAS BLACK AFFINITY GROUP

Veterinary Medicine Academic Building

1900 Coffey Road

Columbus, Ohio 43210

Mission Statement

The Dr. J.H. Bias Black Affinity Group is an all-inclusive affinity group formed to support Black students during their veterinary studies and to honor of the legacy of Dr. James H. Bias, the first African-American male graduate of The Ohio State University College of Veterinary Medicine. This group is open to all interested students, faculty, and staff of any background within the College of Veterinary Medicine with no membership dues nor membership deadline. This group’s parent organization is the National Association for Black Veterinarians.

ARTICLE I. NAME

The name of the organization shall be the Dr. J.H. Bias Black Affinity Group; hereinafter referred to as the “Group.”

ARTICLE II. PURPOSE

Section 1. The purpose of this Group shall be to strengthen and empower the Black community and foster diversity and inclusion of all students. This shall be accomplished by hosting meetings and events for students to do the following: network with veterinarians in various areas of veterinary medicine, network with other professional students, participate in community outreach, study together, support one another, collaborate with other student groups, and receive mentorship from faculty and staff.

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, Secretary, Treasurer, Interprofessional Liaison, Community Outreach Chair, Social Media Chair, 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 four Executive Board members. The motion must be voted upon at a subsequent meeting. The Group Advisor has the authority to vote as a member of the Executive Board.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

1. Preside over all meetings of the Group and of the Executive Board.
2. Implement all decisions of the Group.
3. Appoint a time and place for regular and special meetings.
4. Delegate responsibilities to other Executive Board members as needed.
5. Represent the Group at University, College, and community functions.
6. Communicate with faculty/staff to book meeting rooms.
7. Attend annual training for student organizations required by the University.
8. Serve during their 3rd year of veterinary school.
9. Assist with planning for the National Association for Black Veterinary Conference as requested.
10. Assist other Executive Board members as needed.
11. Check for and respond to e-mails pertaining to the Group at least once a week.
12. Contribute to weekly email doc
13. Approve diversity and inclusion grant/scholarship applications on behalf of the Group in conjunction with Treasurer

Section 2. The President-Elect shall:

1. Assume any duties the Group or President directs.
2. Preside over Group meetings in the absence of the President.
3. Attend Executive Board Meetings.
4. Assume the presidency in the event that it falls vacant.
5. Assume the presidency following end of term as President-Elect.
6. Assist other Executive Board members as needed.
7. Check for and respond to e-mails pertaining to the Group at least once a week.
8. Compose bi-weekly advisor updates via email
9. Act as CVM club liaison during collaborative events
10. Apply for diversity and inclusion grants/scholarships on behalf of the Group in conjunction with Treasurer-Elect, to be approved by President and Treasurer.
11. Submit events to CVM newsletter by Thursday before the week intended to post.

Section 4. The Secretary shall:

1. Keep the minutes of the Group and Executive Board meetings.
2. Create meeting agendas.
3. Conduct the correspondence of the Group aside from correspondence pertaining to Community Outreach Chair duties.
4. Maintain all active Group records.
5. Inform all Group members of all regularly scheduled meetings one week prior to the meeting.
6. Preside over Group meetings in the absence of the President and President-Elect.
7. Assist other Executive Board members as needed.
8. Check for and respond to e-mails pertaining to the Group at least once a week.
9. Edit and send out weekly email from collaborative google doc

Section 5. The Treasurer shall:

1. Handle finances of the Group according to University policy.
2. Keep accurate records of the Group’s financial status.
3. Apply for diversity and inclusion grants/scholarships on behalf of the Group.
4. Provide a written annual report of the Group receipts and disbursements for the membership.
5. Attend Executive Board Meetings.
6. Preside over Group meetings in the absence of the President, President-Elect, and Secretary.
7. Assist other Executive Board members as needed.
8. Check for and respond to e-mails pertaining to the Group at least once a week.
9. Coordinate personal and organization reimbursements in a timely fashion.
10. Create budgets for financial planning.
11. Manage bank account and Venmo account

Section 6. The Community Outreach Chair

1. Remain up to date on community outreach opportunities and communicate them to the Group.
2. Serve as a Liaison between faculty/staff and students to acquire and communicate information regarding community outreach opportunities.
3. Assist with planning for the National Association for Black Veterinary Conference as requested.
4. Assist other Executive Board members as needed.
5. Check for and respond to e-mails pertaining to the Group at least once a week.
6. Propose and organize Junior Vets event at least once per school year
7. Propose and organize at least one non-veterinary related community service event and one veterinary related community service event (other than Junior Vets) at least once per school year

Section 7. The Social Media Chair

1. Take and post photos of Group activities and events, as well as summary/thank you post within 24 hours after event.
2. Maintain all social media accounts, appropriately, with good taste, and adhering to College policy.
3. Promote events and activities concerning the Group through social media platforms and physical advertisements.
4. Publish each event twice one week prior to the event and two times the week of the event, one being the day before.
5. Events should be publicized on the Group Facebook and Instagram as well as all class Facebook pages.
6. Assist other Executive Board members as needed.
7. Check for and respond to e-mails pertaining to the Group at least once a week.
8. Create digital fliers for events to be used in social media posts and emails.

Section 8. Interprofessional Liaison

1. Communicate with leadership at other Colleges within The Ohio State University to collaborate on events.
2. Communicate with professionals scheduled to speak at events for the Group.
3. Assist other Executive Board members as needed.
4. Check for and respond to e-mails pertaining to the Group at least once a week.
5. Propose and organize at least one inter-professional event per school year (in addition to the Hog Roast)
6. Search for and add professional and graduate events outside of CVM to collaborative google doc for the weekly email.

Section 9. Treasurer-Elect

* + - 1. Apply for diversity and inclusion grants/scholarships on behalf of the Group in conjunction with President-Elect, to be approved by President and Treasurer.
			2. Assist with money collection during fundraising events
			3. Attend executive board meetings.
			4. Preside over Group meetings in the absence of the President, President-Elect, Treasurer, and Secretary
			5. Check for and respond to e-mails pertaining to the Group at least once a week.
			6. Assume the Treasurer position in the event that it falls vacant.
			7. Assume the Treasurer position following end of term as Treasurer-Elect.
			8. Assist other Executive Board members as needed.

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 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:

1. Members
2. Non-members who actively participate in the planning and implementation of Group functions
3. 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 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 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 PARLIAMENTARY 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 four 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.

Dr. J.H. Bias Black Affinity Group 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 beginning 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, Treasurer, Secretary, Interprofessional Liaison, Community Outreach Chair, and Social Media Chair must be received by all members of the Executive Board at least one regularly scheduled meeting before elections are conducted. The President shall announce all nominations at the regularly scheduled meeting before elections. The President shall present at least one candidate for President-Elect, Interprofessional Liaison, Community Outreach Chair, Secretary, Social Media Chair, 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 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 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. In this case, the office of President would be filled by the President-Elect, and the Secretary will take the position of interim President-Elect until a new candidate is elected as President-Elect.
		8. In the event that the President-Elect takes the office of President for the reasons stated in Paragraph 7 of Section II of these By-Laws, nominations will be taken for the office of President-Elect 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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