**Constitution**

*Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: Name: Ohio Virology Association (OVA)

Section 2 - Purpose: To provide a contact point for faculty, students, post docs, and staff in virology labs in and around The Ohio State University. This organization will promote fellowship, faculty-student interactions, and collaboration between individuals within and around Ohio State.

Section 3 - Non-Discrimination Policy: This organization and its members will not discriminate against others for reasons 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 basis under the law. Any members found to do so will be removed from the club and will not be allowed to attend any of the club’s organized events.

*Article II - Membership: Qualifications and categories of membership.* Any member of the Ohio State community and surrounding area are encouraged to join OVA, however, only the student governing body and the faculty representatives will be able to vote on any of the issues brought before them.

Section 1:*Removal of members*. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

*Article III – Organization leadership.* Organization leaders represent the Executive Committee and general membership and are elected or appointed by the previous officers. The officers will be as follows: President, Vice President and Treasurer, and at the discretion of the other officers, Secretary. The length of term should be 1 year, unless a suitable replacement cannot be found, in which case the officers may be allowed to hold a second consecutive year. Upon completion of the second term, a replacement must be found.

The leadership will be responsible for identifying speakers for each meeting. The leadership will also be responsible for determining who will be picking up the food and drink for each seminar.

The president will be responsible for organizing the place, time, and date of the seminars. (S)he will also be responsible for contacting the speakers. The president will also be responsible for promoting the events to others in the community.

The vice president will be responsible for assisting the treasurer and president as needed. In the absence of a secretary, the vice president will be responsible for sending out information to the list serve about the upcoming events at least one week prior to the event. The vice president will also be responsible for promoting the events to others in the community.

The treasurer will be in charge of requisitioning the coke products from the Union and ordering the food from the provider. The treasurer will also be responsible for requisitioning any other items needed for the seminars. In addition, (s)he will be in charge of promoting events to others in the community.

*Article IV - Executive Committee (if needed): Size and composition of the Committee.*

This is not currently needed.

*Article V - Standing Committees (if needed): Names, purposes, and composition.*

This is not currently needed.

*Article VI – Method of Selecting and/or Removing Officers and Members.*

The responsibilities of the officers are very important to the continued success of any organization. Therefore, if an officer fails to perform his or her duties without written notice, the officer will be notified. The second time this occurs, the officer will be reprimanded. If the officer fails to perform duties without notice more than 3 times, the officer may be removed from office at the discretion of the other officers.

*Article VII – Advisor(s) or Advisory Board: Qualification Criteria.*

The advisor will oversee the officers and ensure that they are performing their duties. S(he) will advise the officers to identify appropriate speakers when requested and in raising funds to support outside speakers.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*

Meetings will be required at least once each calendar year, but also as needed throughout the school year. Most functions will be organized through e-mail and any club e-mails should include the advisor, the president, vice president, and treasurer to ensure that everyone is informed.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments to this constitution must be approved by all current officers and the advisor. This document should not be changed often.

*Article X – Method of Dissolution of Organization*

This club may be dissolved at the discretion of the advisor and officers if seminars become poorly attended and if the purpose of the club is no longer being fulfilled.