

Shades of Animal Sciences

Constitution

Article I Name

The name of the organization shall be Shades of Animal Sciences (Shades).

Article II Purpose

It shall be the purpose of Shades of Animal Sciences to provide networking opportunities for multicultural students with a wide variety of interests, while focusing mainly on animals through education and service.

Article III General Membership

→ Section A: Membership

Membership is open to an Ohio State University undergraduate student that is interested in animals within any major. This organization and its members shall not discriminate against any individual(s) for reasons of race, color, religion, sexual orientation, ancestry, national origin, sex, gender identity or expression, genetic information, age, disability, HIV/AIDS status, protected veteran status, military status, or any other form under the law.

→ Section B: Active Membership Description

Active membership is applied to paid members of Shades of Animal Sciences. Furthermore, an active member of the membership may partake in club elections and shall receive any privileges the organization provides.

→ Section C: Dues

The Treasurer will keep a current roster of members. The fiscal year of organization shall be from August to May. The cost of annual dues will be determined each year by the members of the Executive Board.

→ Section D: Membership Removal

Any member may be removed from the general membership by a two-thirds vote of the Executive Board. Any member removed may appeal to the general membership. Said members shall be considered reinstated with two-thirds approval of the members. A member will not be removed for reasons of race, color, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

Article IV Executive Board

→ Section A: Shades of Animal Sciences shall have a President, Vice President, Secretary, Treasurer, Community Service Chair, Ag Council Representative, Public Relations Chair, Fundraising Chair, Recruitment Chair and Advisor.

→ Section B: All officers must be paid members of Shades of Animal Sciences

→ Section C: The term of officers shall begin at the start of autumn semester.

→ Section D: Election of officers shall be held annually. At least two weeks' notice shall be given before the election meeting. Candidates will be required to give a short speech on their qualifications for the position and why they should be elected the day of elections. Nominations shall be initiated from the floor and elections done by ballot. The person receiving the majority vote will be elected.

- Section E: Any officer may be removed from office by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.
- Section F: All officers are required to attend all meetings. Missing more than three meetings for any reason aside from school functions, exams, emergencies, or specific cases approved by the executive board are subject to a disciplinary action in the form of a demotion to a general member.
- Section G: In the event that no one is nominated, runs for a position or a vacancy is made before elections or new academic year, the position shall be filled by a club member appointed by the executive board.

Article V Duties of Officers

→ Section A: President

1. The President shall be the chief executive officer and shall preside at all meetings.
2. The President, with approval of the Executive Board, directs the budget with the Treasurer.
3. The President must attend the training session held during autumn semester.
4. The President is responsible for reserving the meeting room locations.
5. The President will prepare an agenda of discussion for each meeting.
6. The President should check in with the Vice President to help with any assigned duties and/or in the event they can not be completed by the Vice President.
7. The President shall assume the duties of the Vice President should the office become vacant, or in the absence of the Vice President.

→ Section B: Vice President

1. The Vice President shall assume the duties of the President should the office become vacant, or in the absence of the President.
2. The Vice President shall assume the duties of the Treasurer should the office become vacant, if not already filling a position as President.
3. In the event that both the President and Treasurer positions become vacant the Vice President shall assume the President position, and the executive board should vote on what member shall assume the Treasurer position.
4. The Vice President should check in with the President and Treasurer to help with any assigned duties and/or in the event they can not be completed by them.
5. The Vice President will keep and have available current copies of the constitution and bylaws.
6. The Vice President will be responsible for overseeing the scheduling of programs along with the Executive Board.
8. The Vice President is responsible for catering the events and meetings for the club.

→ Section C: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall give an update of the current amount in the Shades account at the bank, as well as current and future expenditures at every executive meeting.
3. The treasurer will go to Huntington bank to make deposits or to make a withdrawal for the organization.

4. The treasurer will write out any reimbursements in the form of a check or Venmo. The treasurer will also keep a detailed notebook describing all reimbursements made and what the reimbursement was for.
5. The receipts will be kept for the audit that needs to be performed at the end of spring semester.
6. The treasurer will complete an audit for the Ohio State University and return any money that the organization did not use from the operating funds.
7. The treasurer shall apply for operating funding and coke grants for club events
8. The treasurer will make sure that Shades of Animal Sciences will remain in good financial standing with the university.
9. The treasurer must attend the training session held in the autumn semester.
10. The Treasurer should check in with the Vice President to help with any assigned duties and/or in the event they can not be completed by the Vice President.

→ Section D: Secretary

1. The Secretary shall be responsible for keeping the minutes of all general meetings and the meetings of the Executive Board.
2. The Secretary will provide a copy of the minutes for each officer by direct message, send a summary of minutes in the next email sent to general members of this organization.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status in correspondence with the treasurer.
4. The Secretary should take attendance of all the executive board members for both executive and general body meetings,
5. The Secretary should also record attendance for events according to signups for said event.
6. The Secretary shall be responsible for updating the bulletin boards located in the Animal Science Building.
7. The Secretary will send thank-you cards to all guest speakers.
8. The Secretary should check in with the Public Relations Chair to help with any assigned duties and/or in the event they can not be completed by the Public Relations Chair.
9. The Secretary shall assume the duties of the Public Relations Chair should the office become vacant, or in the absence of the Public Relations Chair.

→ Section E: Public Relations Chair

1. The Public Relations Chair shall promote group activities and meetings by posting flyers when needed.
2. The Public Relations Chair shall be responsible for updating the Tri-fold, or posters, used for public events, and brochures to be distributed at public events.
3. The Public Relations Chair shall take photos of events and meetings.
4. The Public Relations Chair shall be responsible for updating the club website prior to events and meetings.
4. The Public Relations Chair shall oversee the Shades of Animal Science social media through the use of Facebook, Twitter, and Instagram including the following:
 - a) They will create "events" for our group activities, such as the Chili Cook Off, social outings, etc.
 - b) They will post meeting information including date, time, location, topic, etc.
 - c) They will collect pictures from other members to post on the page

5. The Public Relations Chair should check in with the Secretary to help with any assigned duties and/or in the event they can not be completed by the Secretary.
6. The Public Relations Chair shall assume the duties of the Secretary should the office become vacant, or in the absence of the Secretary.

→ Section F: Fundraising Chair

1. The Fundraising Chair is responsible for creating a committee, consisting of active general members to help with fundraising events.
2. The Fundraising Chair will be responsible for all club fundraisers including:
 - a. Preparation and operation of the Chili Cook-Off during spring semester.
 - b. The chocolate/candy sales in the Animal Sciences Building and the Agricultural Administration Building.
 - c. The coordination of an autumn semester fundraising event.
 - d. Any additional club fundraising activities
5. The Fundraising Chair should check in with the Community Service Chair to help with any assigned duties and/or in the event they can not be completed by the Community Service Chair.
6. The Fundraising Chair shall assume the duties of the Community Service Chair should the office become vacant, or in the absence of the Community Service Chair.

→ Section G: Community Service Chair

1. The Community Service Chair shall be responsible for researching and scheduling community service events for members of Shades of Animal Sciences.
2. The Community Service Chair shall be responsible for keeping an updated list of Shades members that are trained for service opportunities requiring training/orientation.
3. The Community Service Chair is responsible for scheduling volunteer hours for the members of Shades.
4. The Community Service Chair should check in with the Fundraising Chair to help with any assigned duties and/or in the event they can not be completed by the Fundraising Chair.
5. The Community Service Chair shall assume the duties of the Fundraising Chair should the office become vacant, or in the absence of the Fundraising Chair.

→ Section H: Ag. Council Representative

1. The Ag. Council Representative will be responsible for serving as a liaison for Shades of Animal Sciences and Ag. Council.
2. The Ag. Council Representative will be responsible for attending all Ag. Council meetings and if unable to attend, should appoint another member to attend.
3. The Ag. Council Representative will be responsible for preparing a report of Ag. Council news and updates for each meeting to present during officer reports.
4. The Ag. Council Representative will be responsible for sending out an email to Shades members including upcoming events and other important information after each Ag. Council meeting.
5. The Ag. Council Representative is responsible for organizing and keeping inventory of the organizations closet.
6. The Ag. Council Representative should check in with the Recruitment Chair to help with any assigned duties and/or in the event they can not be completed by the Recruitment Chair.

7. The Ag. Council Representative shall assume the duties of the Recruitment Chair should the office become vacant, or in the absence of the Recruitment Chair.

→ Section I: Recruitment Chair

1. The Recruitment Chair should check in with the Ag. Council Representative to help with any assigned duties and/or in the event they can not be completed by the Ag. Council Representative .
2. The Recruitment Chair shall assume the duties of the Ag. Council Representative should the office become vacant, or in the absence of the Ag. Council Representative.
3. The Recruitment Chair will be responsible for all club recruiting and retention of members including:
 - e. The Involvement Fair and Back to School Bash.
 - f. Actively retaining and recruiting throughout the semester.
 - g. Recruiting at/for any additional club activities.

→ Section I: Advisor

1. The Advisor shall assist the group in the execution of roles and responsibilities
2. The Advisor shall provide feedback to the organization regarding its operations and functioning
3. The Advisor shall serve as a resource.
4. The Advisor should provide advice upon request and should share knowledge, expertise, and experience with the group.
5. The Advisor will be a nonvoting member of the organization.
6. The Advisor must complete training every two years.

Article VI Structure of Committees

- Section A: The President will make an announcement for the formation of a Committee for a special event and opens membership to all members.
- Section B: At least one member of the Executive Board must be on a Committee.
- Section C: The Chair of a committee is responsible for communicating with the executive board and general members regarding activities and meetings.

Article VII Notice of Meetings

- Section A: The times for regularly scheduled general meetings shall be bi-weekly on Thursdays.
- Section B: The Executive Board will hold meetings on the alternate Thursdays.
- Section C: Special or emergency meetings may be called with less than 48 hours' notice by the Executive Board.
- Section D: The meetings shall include an order of business and disposition of minutes.

Article VIII COVID-19 Pandemic and OSU Guidelines

- Section A: We shall follow the guidelines and protocols put into place by the Ohio State University in regards to the COVID-19 pandemic; we will maintain ourselves up to date to the guidelines and related information found via <https://safeandhealthy.osu.edu>

Article IX Constitution Revisions

If a revision to the constitution needs to be made, it shall be discussed at an Executive Board meeting. Changes shall be presented during the next general meeting for the general body to vote for approval of revisions.

Last Revised: 7/27/2020