

Constitution

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

Section 1: Name: Student Chapter of the American Association of Equine Practitioners at The Ohio State University

Section 2 - Purpose:

SCAAEP of The Ohio State University is associated with the AAEP (American Association of Equine Practitioners). With its many members in all veterinary classes, the club has grown to encompass both those interested in a career in equine medicine and surgery and those who simply want to learn about equine medicine and surgery. All veterinary students are invited to join. The club should provide the members with opportunities to better prepare them for their future career.

Section 3 - Non-Discrimination Policy:

This organization does not discriminate on the basis 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 bases under the law, in its activities, programs, admission, and employment.

Article II - Membership: Qualifications and categories of membership.

Voting membership should be defined as limited to currently enrolled Ohio State Veterinary Students.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Section 1 – Titles and duties of the leaders

- I. President (1): duties include organizing meetings, planning AAEP convention, wetlabs, lectures and serving as a liaison between the club and the AAEP.
- II. President-Elect (1): duties include assisting the president and getting acquainted with presidential duties.
- III. Vice President (1): duties include planning the yearly trip to Lexington, KY, coordinating Friday rounds, coordinating foal watch, and assisting the president.
- IV. Secretary (1): duties include taking minutes at each meeting, managing the listserve and club points, updating club members on activities and collecting RSVP's
- V. Treasurer (1): duties include managing the club's funds, budgeting for various activities, coordinating food for meetings
- VI. Historian (1): duties include documenting our various activities, maintaining our bulletin board in the vet hospital and creating displays for New Student Orientation
- VII. Fund-raiser (2): duties include organizing fundraising events and maintaining the merchandise.
- VIII. Regional Events Chair (2): Coordinates a list of regional events and shows and makes this available to club members, so that they can get more exposure to veterinary medicine. Regional Events Chair officers are also responsible for maintaining the Facebook page and club website.
- IX. Blood Donor Coordinator (1): duties include monthly scheduling, weekly checkpoints, and potentially filling in daily when others must cancel. Essentially to ensure that the horses get the care and attention that they deserve.

Section 2 – Terms of office

The length of term for all positions is one year from beginning of term, except the president-elect who will serve 2 years, one year as the president-elect and then will become president the following year.

Section 3 – Type of selection

Officers will be selected by a majority vote from currently enrolled veterinary students with paid membership in the club.

Section 4 – SOURCE training

The president and treasurer must attend one SOURCE orientation per academic year to maintain the club's organizational status. The advisor must attend one SOURCE training every other year, this may be online as long as the advisor is not new.

Article IV - Executive Committee: Size and composition of the Committee.

The executive committee represents the officers of the club, which includes 10 people.

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

We do not have any standing committees currently.

Article VI – Adviser(s) or Advisory Board: Qualification Criteria.

Advisers of student organizations must be full-time members of the University Veterinary Faculty or Administrative & Professional staff and be a part of the Equine Department. The advisor is there to assist the executive committee with questions and in helping them set-up labs and meetings that will need the help of a veterinarian. They are also there to give us their opinion on how the club is doing.

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

Section 1 – Required meetings

At least three general meetings and two executive committee meetings are required per academic semester, except for summer. These meetings can cover various topics, but time should also be taken to update members on upcoming events with the club. These topics can include clinician presentations, general meetings on the club or meetings that will benefit students in preparing for their future career.

Section 2 – Frequency of meetings

Ideally, there will be at least one general meeting per month, but frequency of meetings may be adjusted according to academic schedules and availability of speakers.

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

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, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

By-Laws

Article I – Parliamentary Authority

The rules contained in the Student Chapter of the American Association of Equine Practitioners shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

Section 1 – Any currently enrolled veterinary student may sign-up at our first meeting or e-mail the secretary to be added to the membership.

Section 2 – Dues

Dues must be paid annually to maintain membership. The amount of dues is to be maintained as \$25.00 per year for first, second, and third year veterinary students. Dues for fourth year veterinary students shall be \$5.

Section 3 – Termination of membership

Any club member may terminate their membership at any time by contacting the secretary. However, dues will not be refunded for that academic year.

Section 4 – Maintenance of member list

The club member list must be updated at least once per semester and is to be maintained by the secretary. This list must include the member's name, email address, meeting attendance, and dues status.

Section 5 - 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- Election / Appointment of Government Leadership

Section 1 – Eligibility for office

Any currently paid member of the club is eligible to run for any leadership position. The president has to serve as the president-elect first. This position was created in March 2010. After a year as president-elect, they automatically become the president.

Section 2 – Nomination process

Nominations may be made by any paid member until the commencement of elections.

Section 3 – Election timing

Elections will be held at the end of February or beginning of March every year.

Section 4 – Election procedures

Nominations can be made before the meeting by filling out the Google doc created by the secretary. Individuals considering running for office are required to speak to the president and/or the person currently in office of the position they desire to run for. This insures that individuals running for office are well-informed about the duties required of them while in office. People running for office will then be asked to give a short speech on how they plan to improve the club and what qualifies them for the position.

Section 5 – Design of ballots and balloting procedures

Dues paying members will write their votes on blank sheets of paper and give them to officers that are no longer running for office to tally up.

Section 6 – Special circumstances

- I. A student may resign if they can no longer maintain position, but are asked to help the club until a new member is elected.
- II. An officer may be impeached with 2/3 vote by the executive committee and advisor agreement. The officer must be asked to step down before a vote is taken to impeach them.

Article IV - Adviser/Advisory Board Responsibilities

The advisor is expected to attend all general and executive committee meetings when his/her schedule allows. The advisor is there to assist the executive committee with questions and in helping them set-up labs and meetings that will need the help of a veterinarian. They are also there to give us their opinion on how the club is doing.

Article V - Meeting Requirements

Section 1 – General meeting

General meetings will be held at least three times per semester and preferably at least once per month. If finances and the situation allows, food and drinks will be provided for all attending paid members. An RSVP may be required to determine number of members attending. Members must have paid annual dues. An attendance and points policy will be determined at the start of every academic year at the discretion of the executive board.

Section 2 – Special meetings

Special meetings are defined as seminars or short courses and may last one to several days in length. The number of members allowed to attend may be limited, and which members are permitted to attend will be determined according to veterinary class, number of years in club, attendance at prior meetings or events, expectation to assist with event, and/or lottery (a point system has been put into place to keep track of all of this). If a wet lab is part of a seminar or short course, members must attend all previous lectures to participate. Members must have paid annual dues.

Section 3 – Quorum

Quorum is defined as the number of voting members required to vote on decisions placed before the general membership, executive and is set at one-half plus one of the total member number.

Article VI - Method of Amending By-Laws

Any change to the by-laws must be a majority vote of half of dues-paying members plus one.

Article VI-Funding Provided to the Club

In order to receive club funding provided for the club, you must be a dues-paying member.

Article VII – Availability of Constitution and By-Laws to Members

The constitution and by-laws must be made available to all members. A current version of both should be made available on the club's website, and a hard copy should be provided upon request.