**ANIMAL SCIENCE COMMUNITY ALLIANCE**

**DEPARTMENT OF ANIMAL SCIENCES**

**THE OHIO STATE UNIVERSITY**

**CONSTITUTION**

*Updated Summer 2022*

**ARTICLE I**

*Name, Purpose, and Non-Discrimination Policy*

Section 1 Name: Animal Science Community Alliance (ASCA)

Section 2 Purpose: The purpose of the Animal Science Community Alliance shall be to:

* Recruit animal science majors by enthusiastically representing the Department of Animal Sciences through events and various forms of communication
* Engage in leadership activities that focus on peer mentorship, instruction and career service assistance within the ANIM SCI 1100 & 2700 courses
* Engage in community outreach and development through mentorship and leadership of the Cristo Rey High School Science Club
* Create and coordinate programs that build community and enhance retention within the Department of Animal Sciences

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 Eligibility*

Section 1 Only full-time undergraduate students in the Department of Animal Sciences who have completed at least 15 hours at The Ohio State University (not including PSEO or AP credits) with a 3.0 cumulative GPA may apply.

Section 2 Students that are scheduled to compete on a judging team for the upcoming school year are not eligible.

Section 3 Applicants must be able to serve as a peer mentor to the students in the ANIM SCI 1100 course.

Section 4 Applicants must be able to attend the retreat prior to the beginning of the new academic year as stated on the application.

Section 5 Applicants must be able to attend all meetings at the designated time.

**ARTICLE III**

*Organization Leadership*

Section 1 The executive cabinet of this organization shall be the president, vice president, secretary, treasurer, CFAES Council representative, & the advisor.

Section 2 The constitutional officers of the organization, except the advisor, shall be elected annually by a majority 2/3 vote of the members present at the training retreat. The Animal Science student success coordinator/director shall serve as the advisor.

Section 3 Duties of the Executive Cabinet:

1. The President shall:

* Attend OSU’s president’s training and register the organization with The Ohio State University, and address any registration status issues
* Plan order of business with the advisor prior to each meeting
* Co-facilitate ASCA meetings with the advisor
* Lead and coordinate planning (and execution) of the Spring Mixer between students and faculty/staff
* Assist in facilitating committee designations and tasks
* Listen and facilitate the needs of the Animal Science Community Alliance members

1. The Vice President shall:

* Maintain all social media accounts with the assistance of the marketing manager for the dept.
  + Instagram – osuanimalsciences | Password: AnimalScience1979\*
  + Twitter – osuansci | Password: AnimalScience1979\*
  + Snapchat – osuansci | Password: AnimalScience1979\*
  + Facebook – The Ohio State University Dept. of Animal Sciences
* Create and sensible plan for all members to contribute content to social media sites on a regular basis and manage contributions
* Review all social media post material with the secretary prior to posting
* Post all social media material on a regular basis (at minimum, weekly)
* Monitor all outside requests and posts to social media pages and delete content as need-be

1. The Secretary shall:

* Keep an electronic record of all business meetings
* Provide an electronic summary of minutes via email to all members promptly after the business meeting
* Send an electronic copy of minutes to the advisor to keep for records
* Create and distribute all correspondences for ASCA
* Assist the vice president in collecting and editing all social media outlets
* Serve on the Buckeyes in Your Corner Committee, responsible for running the Letter Project

1. The Treasurer shall:

* Attend OSU’s treasurer training
* Serve as the fundraising chair
* Assess members $25.00 per year for dues
* Develop a budget for the organization with the advisor
* Serve on the Back 2 School Bash Committee as the primary fiscal officer & programming fund treasurer

1. The CFAES Council Representative shall:

* Attend every Council meeting and must find a replacement to attend Council functions in their absence
* Present report from each Council meeting at the ASCA meetings
* Serve as a liaison between ASCA and Council

1. The Advisor shall:

* Be the Animal Sciences student success coordinator/director
* Evaluate the program and the general conduct of the organization whenever it is deemed advisable
* Plan order of business with the president
* Provide recruitment, class, team-building, and training materials for the summer retreat, which will be led by the advisor
* Lead all discussions, and provide information and materials that involve the recruitment of new animal or meat science majors
* Develop and provide materials to members in regards to the ANIM SCI 1100 & 2700 courses as well as the Cristo Rey Columbus High School Science Club
* Assist in the implementation of new programs, events and activities
* Chair the Back 2 School Bash Committee
* Attend all meetings and serve as a support to the organization
* Serve as a liaison between the organization, the Department, and the College

**ARTICLE IV**

*Standing Committees*

Section 1 This organization shall be made up of 4 committees: Back2School Bash and the Student-Faculty Departmental Mixer. Each committee will be responsible for planning their respective event, creating any materials necessary, and communicating progress to ASCA as a whole.

1. Back2School Bash Committee – Responsible for working in collaboration with the Back2School Bash Committee within the CFAES Council to plan the CFAES Back2School Bash, the largest CFAES annual event, that occurs on the Thursday of the first full week of autumn term. Planning for B2SB begins late fall, meeting once every-other week and then planning intensifies during the spring term, meeting once/week for an hour with responsibilities to be carried out between meetings.
2. Student-Faculty Departmental Mixer Committee – Responsible for planning an engaging event between students, staff and faculty within Animal Sciences to occur in February. The focus should center on students and staff getting to know one another in a fun, perhaps competitive, environment. Planning for this event will primarily occur during the autumn term, wrapping up final preparations in January.
3. Buckeyes in Your Corner Committee – Responsible for planning and coordinating monthly events centered on health and wellness. Not every event needs to be planned by this committee, but could be coordinated with another student organization in CFAES to host. In addition, this committee will work with the advisor to coordinate The Letter Project, which runs throughout the academic year.
4. Social Media Committee – Responsible for assisting the vice president to ensure social media pages are kept up to date. Members will help to collect content for social media posts and ensures posts are being made. Members are expected to help advertise for events and uphold the online presence of the department.

Section 2 Not everyone on the ASCA team needs to be on a committee, however, the entire team will be expected to assist each committee in carrying out B2SB and the Mixer, on the designated dates.

**ARTICLE V**

*Method of Selecting and/or Removing Members and Officers*

Section 1 Any student wishing to obtain membership status including a current, standing member-needs to apply each year they seek to obtain membership status.

Section 2 Applications will be due by the last Monday of March each spring.

Section 3 The membership selection committee shall consist of the current ASCA graduating seniors and the standing advisor to the organization.

Section 4 The membership selection committee shall review all applications, interview eligible applicants, and select students to serve as ASCA members the upcoming academic year.

Section 5 The membership term shall run one year starting May 1st.

Section 6 Members will realize that dismissal is possible at any point during their year of service. ASCA members are asked to make an active commitment to the organization and must consider their involvement in this organization a priority. Actions subject to review for dismissal include, but are not limited to the following:

1. Reoccurring unexcused absences from meetings (3 or more/term)
2. Unexcused absences from key activities (2 or more/term)
3. Acting unbecoming of an ASCA member at any time. These actions might include (but are not limited to) excessive drinking, drug use, speaking negatively about people or OSU, negligent social media posts, dressing inappropriately, or creating an unsupportive or toxic environment for others.

Section 7 Members that have put themselves at risk for dismissal will be notified and a meeting will be set to include individual at risk, the senior members of the team, and the advisor to devise a plan for improvement.

Section 8 Members up for dismissal will be notified by the acting advisor, and they will have an opportunity to defend their actions at the next ASCA meeting. After that point in time, a discussion and secret ballot on dismissal will be conducted.

Section 9 A two-thirds vote of the active membership is required for dismissal.

Section 10 Members have the option to resign at any time during the year if they feel they are absolutely unable to make ASCA a priority, or are unable to provide an active commitment to the group. Members who resign will not be eligible to reapply the following year.

Section 11 An officer of this organization may be removed from office by a two-thirds vote of the active membership and the office shall be considered vacant until a special election can be held to fill the office.

Section 12 Vacancies will be filled as necessary from the alternate pool of applicants as approved by a two-thirds vote of the active membership. Any member elected to fill a vacancy shall only serve the remainder of the unexpired term.

Section 13 Dismissal from the university, academic misconduct and/or dishonesty, transferring out of the Department of Animal Sciences, and incarceration will immediately terminate membership.

**ARTICLE VI**

*Advisor Qualification Criteria*

Section 1 The advisor of this organization shall be the current coordinator/director of student success in the Department of Animal Science, and meet all university requirements for student organization advisors.

Section 2 In the event that the student success position becomes vacant, the executive team will ask an appropriate faculty or staff member in Animal Sciences to serve an interim advisor until the position is filled.

**ARTICLE VII**

*Meetings of the Organization*

Section 1 The regular business meetings of this organization will be once per week throughout the normal academic year (fall-spring).

Section 2 A mandatory training and team-building retreat will occur the week prior to the start of autumn term.

**ARTICLE VIII**

*Method of Amending the Constitution*

Section 1 Proposed amendments shall:

1. Be in writing
2. Not be acted upon, but read in the general meeting in which they are proposed
3. Be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken
4. Be approved with no less than a 2/3 vote from at least 50% + 1 (quorum) of the total voting member population

**BY-LAWS OF THE ANIMAL SCIENCE COMMUNITY ALLIANCE**

**ARTICLE I**

*Meetings*

Section 1 The regular business meetings of the organization shall be held on each Wednesday morning from 7:00 – 8:00 am.

**ARTICLE II**

*Membership Dues*

Section 1 The annual membership dues of the organization shall be $25.00.