**Poultry Science Club**

**The Ohio State University**

**Constitution and Bylaws**

Revised Spring 2018

**ARTICLE I**

**NAME**

The name of this organization shall be the Poultry Science Club (PSC) of The Ohio State University.

**ARTICLE II**

**PURPOSES**

The purpose of this organization shall be:

1. To stimulate interest in the profession of poultry sciences through meetings and activities that are not included in the regular classroom experience.
2. To promote the interchanging of ideas among students and faculty members.
3. To provide fellowship opportunities among those who are interested in poultry sciences.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Membership Qualification**

Membership shall be composed of undergraduate students actively interested in the profession of poultry sciences. Students become affiliated with PSC by paying dues and attending at least one business meeting per academic semester. If a member has a valid excuse as to why they are unable to attend meetings for an entire semester, said member must meet with the president to have their excuse approved.

**Section 2. Removal of Membership**

Removal of membership is outlined as followed:

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.

**ARTICLE IV**

**DUES**

Individual dues shall be established by the executive committee at the first meeting of the academic year. Dues shall be paid through the treasurer. All individual dues must be submitted prior to participating in club events outside of biweekly PSC meetings.

**ARTIVLE V**

**OFFICERS**

**Section 1. Elections**

Elections will be held during the Spring Semester. Formal nominations will be accepted beginning the meeting prior to elections and will be closed prior to any votes being placed. Votes will be completed on secret ballots and will be counted by the graduating officers. If no officers are graduating, the ballots will be counted by a member not seeking office and the advisor. To earn an officer position, one must earn majority vote at a general meeting. If majority vote is not earned by any candidate during a round of voting, candidates with the lowest amount of votes will be eliminated and the two candidates earning the highest amount of votes will be voted on again to ensure one individual earn majority vote. In the event of a vacancy of any of the below offices due to resignation or removal, said vacancy shall be filled with election by majority vote at a general meeting.

**Section 2. Responsibilities of Officers**

The responsibilities of the officers are outlined as followed:

1. Officers shall hold office for a period of one year, or until their successors are duly elected, unless removed by a quorum of active members.
2. To serve on the executive committee.
3. To be responsible for the program at each meeting of PSC.

**Section 3. Officer Positions and Duties**

The officer team shall consist of President, Vice President, Secretary, Treasurer, CFAES Student Council Representative, Public Relations Chair, and Outreach Education Chair

1. **President**: The president shall be the executive head of the organization and shall have the following duties and powers:
	1. Preside over all meetings of the organization.
	2. Must complete president training and ensure the organization is registered with the Office of Student Life.
	3. Maintain constant contact with the organization advisor.
	4. Coordinate the programs and compile an agenda for each meeting.
	5. Make arrangements for the executive meeting and reserve locations for all meetings.
	6. Arrange guest speakers.
	7. Serve as the club contact with Ohio Poultry Association and industry professionals.
	8. Plan the annual club trip to the International Production and Processing Exposition (IPPE).
	9. Turn his/her complete file of records over to the president-elect upon expiration of the office.
2. **Vice President**:
	1. Preside over all meetings of the organization in the absence of the president.
	2. Oversee all committees, coordinate committee activities, and appoint new committees as deemed necessary.
	3. Perform such duties as assigned by the president.
	4. Assist the president in the planning of IPPE.
	5. Coordinate food to be provided at all meetings.
	6. Turn his/her complete file of records over to the vice president-elect upon expiration of the office.
3. **Secretary**:
	1. Record all minutes of meetings of the organization.
	2. Take responsibility for an accurate list of membership.
	3. Responsible for club correspondence, including messages of congratulations, condolences, thanks you notes, etc.
	4. Serve as the co-chair for the Turkey Sale Committee by serving as the main contact for orders.
	5. Turn his/her complete file of records over to the secretary-elect upon expiration of the office.
4. **Treasurer**:
	1. Conduct all financial transactions and business.
	2. Must complete treasurer training.
	3. Keep accurate financial records.
	4. Serve as the co-chair for the Turkey Sale Committee by serving as the main contact for payments.
	5. Turn his/her complete file of records over to the treasurer-elect upon expiration of the office.
5. **CFAES Student Council Representative**:
	1. Attend all CFAES Student Council meetings every other Thursday at 5:30 p.m.
	2. Represent PSC at the college level via voting, funding request, and Council sponsored events.
	3. Serve as the chair of the annual Easter Egg Hunt.
	4. Responsible for coordinating PSC involvement in all college wide events including but not limited to B2SB and AgLympics.
	5. He/she shall be responsible for finding a replacement to attend the Council meetings if they are unable to.
	6. Turn his/her complete file of records over to the CFAES student council representative-elect upon expiration of the office.
6. **Public Relations Chair**:
	1. Serve as the chair of the public relations committee.
	2. Update and maintain all PSC media accounts including but not limited to Facebook, Instagram, and Twitter.
	3. Update and maintain the flyers in the Animal Science Building hallway to showcase PSC.
	4. Shall take pictures or arrange for pictures to be taken at all club activities.
	5. Responsible for and in charge of a scrapbook that is to be completed and presented at IPPE.
	6. Assists CFAES Student Council Representative with events such as B2SB by creating all recruitment material.
	7. Turn his/her complete file of records over to the public relations chair-elect upon expiration of the office.
7. **Outreach Education Chair**:
	1. Serve as the chair of the outreach education committee.
	2. Coordinate invitational contests for the Poultry Management Career Development Event (CDE) through the Ohio FFA Association.
	3. Organize and implement community service events for PSC.
	4. Turn his/her complete file of records over to the outreach education chair-elect upon expiration of the office.

**Section 4. Removal from Office**

1. Any officer that is found to be neglecting or incapable of completing their duties, listed in Article 3, Section 3 of this constitution shall be removed from office by a two-thirds vote of the quorum. The president, or vice-president if the president is unavailable or is the individual found neglecting or incapable of their duties, shall call for a new election at the next regularly scheduled chapter meeting.
2. Shall an officer decide to step down from their position for any reason, the president, or vice president if the president is stepping down, shall call for an election to replace them at the next regularly scheduled meeting.
3. If, at any of the above elections, another officer of the executive team is elected, the president or vice-president can call an additional election to replace the vacated position.

**ARTICLE VI**

**COMMITTEES**

**Section 1. Responsibilities of Committees**

All committee members and chairs must be dues-paid members. The responsibilities of the committee chairs are outlined as followed:

1. Chairs of committees shall provide updates each meeting on the progress of their committee’s events.
2. To be responsible for the programs that fall within the purpose of each committee.

**Section 2. Committees and Duties**

The committees and their individual duties are outlined as followed:

1. **Executive Committee**: This committee consists of the president, vice president, secretary, treasurer, CFAES Student Council Representative, Public Relations Chair, and Outreach Education Chair. Each position shall complete the responsibilities of their designated office and as a committee shall prepare a tentative program of activities and attend to such other business as is necessary for the proper functioning of the organization. The committee shall have the power to act as necessary for the organization. The committee shall present reports to the vice president and maintain a detailed record of all events to be utilized in future projects.
2. **Turkey Sale Committee**: This committee is responsible for coordinating and publicizing the annual turkey sale fundraiser. They shall be responsible for all orders and monetary transactions that occur in relation to the turkey sale fundraiser. The committee shall present reports to the vice president and maintain a detailed record of all events to be utilized in future projects.
3. **Public Relations Committee**: This committee is responsible for maintaining the public image of the organization. They will maintain all social media accounts and regularly update them, be in charge of the organization website and create fliers, display boards, and brochures as needed. The committee shall present reports to the vice president and maintain a detailed record of all events to be utilized in future projects.
4. **Outreach Education Committee**: This committee shall plan and oversee all projects the club puts on or is a part of that aim to educate others about poultry sciences. They will coordinate invitational contests for the Poultry Management Career Development Event (CDE) through the Ohio FFA Association. The committee shall present reports to the vice president and maintain a detailed record of all events to be utilized in future projects.

**Section 3. Addition of Committees**

Other committees that may be necessary to carry out the purposes of the club may be appointed by the vice president. They shall consist of a one or more chairman and one or more committee members.

**ARTICLE VII**

**ADVISOR**

**Section 1. Advisor Appointment Process**

The advisor to this organization shall be an administrator, faculty, or staff member of The Ohio State University who is appointed by the Chair of the Department of Animal Sciences in consultation with the executive committee of the Poultry Science Club.

**ARTICLE VIII**

**FINANCES**

**Section 1. Account Holder and Responsibility**

The treasurer, vice president, and advisor will have their certified signatures on file with the bank to be used to sign all financial documents.

**Section 2. Account Maintenance and Monitoring**

1. The treasurer shall review the organization’s bank account and the bank’s service charge policies annually and take action to change banks or renegotiate the type of account used by the chapter when bank service charges are found to be excessive.
2. The treasurer shall submit a formal written report to be filed each semester that outlines account balances, incomes, expenses, and a budget that can be used for comparison when needed.

**Section 3. Income Maintenance and Monitoring**

1. The treasurer must issue written receipts with a carbon copy that will be retained by the organization for all cash, checks, money orders, or other forms of income paid or donated to the organization.
2. The treasurer will deposit all payments to the chapter within 30 business days after the payment is issued.
3. The treasurer will maintain an up-to-date file with all such materials and records mentioned and turn the complete file of records over to the treasurer-elect upon expiration of the office.

**ARTICLE IX**

**AMENDMENTS TO BYLAWS**

**Section 1. Bylaw Amendments**

1. Amendments to this constitution can be made by a two-thirds vote of a quorum at any business meeting after the approval of the executive committee. One-half (50%) of dues-paid members in attendance constitutes as a quorum. The addition and revision of bylaws shall be accomplished in like manner.
2. A proposed amendment shall be presented to the members at least one meeting prior to its proposed adoption.
3. Unless otherwise provided, all amendments shall take effect following their adoption.

**ARTICLE X**

**NON-DISCRIMINATION POLICY**

**Section 1. Non-Discrimination Policy**

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State 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.