

THE OHIO STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE
CONSTITUTION
OF
ASIANS IN VET MED
Veterinary Medicine Academic Building
1900 Coffey Road
Columbus, Ohio 43210

Mission Statement

The Asians in Vet Med is an affinity group formed to celebrate the Asian culture as well as foster and bring awareness about the Asian community. This group welcomes with open arms any student, staff, and/or faculty within the College of Veterinary Medicine interested.

ARTICLE I. NAME

The name of the organization shall be the Asians in Vet Med; hereinafter referred to as the “Group.”

ARTICLE II. PURPOSE

Section 1. By holding meetings, cultural events, and collaborating with other inter professional organizations, Asians in Vet Med hopes to strengthen and empower the Asian community within the college. In doing so, we aim to foster diversity and inclusion as well.

Section 2 - Non-Discrimination Policy: This organization and its members shall 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 basis in accordance with the Ohio State University guidelines.

ARTICLE III. AUTHORITY

Section 1. The Group, as a registered organization of the University and the College of Veterinary Medicine, shall have the right to petition the University for an amount of those activity fees which are earmarked for student organizational usage.

Section 2. The Group shall have the authority to allocate and disburse funds from the treasury of the Group and shall have the power to levy fees on the membership of the Group.

Section 3. The Group shall determine its own rules of procedure, be the judge of the elections and returns, and determine the qualifications of its members.

ARTICLE IV. MEMBERSHIP

Section 1. The Group shall be composed of veterinary students, faculty, and staff at The Ohio State University College of Veterinary Medicine wishing to remain active as members.

Section 2. The Executive Board of the Group may, at any time, review the membership status of any individual whose conduct fails to reflect the mission of the Group at that of the Ohio State University College of Veterinary Medicine. A plurality of the votes cast in ballot at an executive meeting of the officers of the Group shall be necessary to:

- a. Set a probationary period for members whose conduct violates the Group's mission.
- b. Terminate the membership of members whose conduct violates the Group's mission.

ARTICLE V. ELECTIONS AND OFFICERS

Section 1. The Group shall elect annually from among its members, in such a manner as it prescribes, a Vice President, Secretary, Treasurer, Creative Designs Chair, Community Outreach Chair, Events Chair, and such other officers as it may provide for.

Section 2. The President-Elect (selected as a first-year student) will serve during their 2nd year, before becoming the President their third year. This position will be active starting the year of 2021.

Section 3. The time, place, and manner of holding elections for officers shall be as prescribed in the By-Laws.

Section 4. A plurality of the votes cast in ballot by the Group shall be necessary for the election of its officers.

Section 5. The Executive Board may, at any time, remove any officer from office by two thirds vote, provided a quorum is present. A written motion for this action must be submitted at a regularly scheduled Executive Board meeting and bear the signatures of at least seven Executive Board members. The motion must be voted upon at a subsequent meeting.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside over all meetings of the Group and of the Executive Board.
- b. Implement all decisions of the Group.
- c. Appoint a time and place for regular and special meetings.
- d. Delegate responsibilities to other Executive Board members as needed.
- e. Represent the Group at University, College, and community functions.
- f. Communicate with faculty/staff to book meeting rooms.
- g. Attend annual training for student organizations required by the University.
- h. Assist other Executive Board members as needed.
- i. Check for and respond to emails pertaining to the Group.

Section 2. The President-elect shall:

- a. Assist the President and Vice President with meetings of the Group
- b. Advise on decisions and event planning of the Group.
- c. Attend meetings alongside the President
- d. Represent the Group at University, College, and community functions.
- e. Communicate with faculty/staff to book meeting rooms.

- f. Assist other Executive Board members as needed
- g. Check for and respond to emails pertaining to the Group.

Section 3. The Vice President shall:

- a. Assist in any duties the Group, President, or President-elect assigns.
- b. Preside over Group meetings in the absence of the President (Co-Presidents 2019-2021 only).
- c. Attend Executive Board Meetings.
- d. Assume the presidency in the event that it falls vacant.
- e. Assist other Executive Board members as needed.
- f. Check for and respond to emails pertaining to the Group.

Section 4. The Secretary shall:

- a. Keep the minutes of the Group and Executive Board meetings.
- b. Conduct the correspondence of the Group aside from correspondence pertaining to Community Outreach Chair duties.
- c. Maintain all active Group records.
- d. Inform all Group members of all regularly scheduled meetings one week prior to the meeting.
- e. Preside over Group meetings in the absence of the President, President-Elect and Vice President.
- f. Assist other Executive Board members as needed.
- g. Check for and respond to emails pertaining to the Group.

Section 5. The Treasurer shall:

- a. Handle finances of the Group according to University policy.
- b. Keep accurate records of the Group's financial status.
- c. Apply for diversity and inclusion grants/scholarships on behalf of the Group.
- d. Provide a written annual report of the Group receipts and disbursements for the membership.
- e. Attend Executive Board Meetings.
- f. Preside over Group meetings in the absence of the President, President-Elect, Vice President, and Secretary.
- g. Assist other Executive Board members as needed.
- h. Check for and respond to emails pertaining to the Group.

Section 6. The Community Outreach Chair

- a. Remain up to date on community outreach opportunities and communicate them to the Group.
- b. Serve as a Liaison between faculty/staff and students to acquire and communicate information regarding community outreach opportunities.
- c. Assist other Executive Board members as needed.
- d. Check for and respond to emails pertaining to the Group.

Section 7. The Events Chair

- a. Lead the planning of events for the Group.
- b. Promote events and share them with the Secretary for event advertisement.
- c. Ensure that the Group has the necessary supplies for events and bring them to the events.
- d. Set up before and clean up after events.
- e. Recruit other Executive Board members for assistance as necessary.

Section 8. The Social Media Chair

- a. Advertise upcoming events on various social media platforms such as Facebook and Instagram at least 1 week prior to the event, and throughout the week before the event.
- b. Assist the Events Chair with event promotion
- c. Coordinate with the Creative Design Chair and Secretary to ensure information is correct and ready to be distributed
- d. Relay messages or inquiries that were received on social media to the Group
- e. Promote the affinity group for recruitment and engagement
- f. Assist other Executive Board Members as needed

Section 9. The Creative Design Chair

- a. Assist with event promotion and awareness by creating necessary posters, flyers, forms, and files
- b. Design merchandise as needed
- c. Collaborate with Merchandise Chair and Events Chair for engagement and involvement of the student body
- d. Ensure materials for event promotion are communicated with the Secretary and Social Media Chairs in a timely manner
- e. Assist other Executive Board Members as needed

Section 10. The Merchandise Chair

- a. Maintain inventory of items available to sell and the associated expenses and profits
- b. Collaborate with Creative Design Chair and Events Chair to promote items
- c. Ensure that the Treasurer is aware of merchandise costs, should a large expense be expected, discussion and approval with the Treasurer, President and President-elect should occur
- d. Assist other Executive Board Members as needed

ARTICLE VII. MEETINGS AND ATTENDANCE

Section 1. There shall be at least three regular meetings of the Group during each semester. Notice of the time and place of each regular meeting shall be given at least one work week prior to said meeting.

Section 2. The President shall call meetings at the times published at the beginning of each semester, in addition to calling special meetings at the request of three members of the Executive Board and/or upon the request of four members.

Section 3. Meeting attendees shall only consist of:

- e. Members
- f. Non-members who actively participate in the planning and implementation of Group functions
- g. Persons presenting information of relevance to the Group. All presentations must be pre-approved by the Executive Board.

Section 4. All meeting attendees are subject to the Code of Ethics as set forth in this Constitution.

Section 5. The Executive Board will meet at least once per month, and the President may call additional meetings of the Executive Board as needed. Every Executive Board member is required to attend Executive Board meetings.

Section 6. If an Executive Board member is unable to attend an Executive Board meeting in person, he or she is expected to attend remotely. If an Executive Board member is unable to attend an Executive Board meeting at all or needs to leave early, he or she should contact the President and/or President-elect prior to the meeting (preventable scheduling conflicts are not considered an appropriate excuse). The Executive Board members must review the updates and enact on the duties they are responsible for in the meeting minutes, especially if they are absent.

Section 7. Members of the Executive Board may miss one Executive Board meeting per semester unless class schedule requires otherwise.

ARTICLE VIII. QUORUM AND VOTING

Section 1. At all meetings of the Group, one-half of the Executive Board, shall constitute a quorum.

Section 2. Voting privileges shall be granted to those whose names appear on the membership roster.

Section 3. A plurality of votes will be necessary to pass any motion made in general or Executive Board meetings.

ARTICLE IX PARLIAMENTARY AUTHORITY

Robert's 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the Constitution and By-Laws of the Group.

ARTICLE X. AMENDMENTS

Section 1. Any proposed amendment of the Constitution or By-Laws must be presented in writing with the signatures of ten Executive Board members at a regularly scheduled meeting of the Group.

Section 2. A copy of the proposed amendment must be submitted at a regularly scheduled meeting of the Group and may be voted upon at a subsequent meeting.

Section 3. An affirmative vote of two-thirds of the voting membership present shall be sufficient to adopt the amendment provided a quorum is present.

Section 4. Copies of all adopted amendments shall be presented to each member.

Section 5. The Executive Board has authority to call for a constitutional review.

Section I. MEMBERSHIP

The Group shall be composed of only veterinary students, faculty, and staff at The Ohio State University College of Veterinary Medicine.

Section II. ELECTIONS

1. All officers shall be elected during the end of Spring Semester and take office at the beginning of the Fall Semester. Newly elected officers shall sit ex-officio in meetings with the Executive Board during the Spring Semester. All Executive Board members shall

- deliver a written final report to the general body at the final general body meeting that summarizes their activities of the past fiscal year.
2. All nominations for President, President-Elect, Vice President, Treasurer, Secretary, Community Outreach Chair, Events Chair, Creative Design Chair, Social Media Chair and Merchandise Chair must be received by all members of the Executive Board at least one regularly scheduled meeting before elections is conducted. The President shall announce all nominations at the regularly scheduled meeting before elections.
 3. The President shall present at least one-two candidates President-Elect, Vice President, Treasurer, Secretary, Community Outreach Chair, Events Chair, Creative Design Chair, Social Media Chair and Merchandise Chair at a meeting prior to the elections meeting. Only currently enrolled veterinary students may run for the aforementioned positions.
 4. The former President and Treasurer shall change the names of all financial and university accounts to the names of the newly elected President and Treasurer within 72 hours of the election. The former Executive Board members shall bring all materials necessary to fully execute their official responsibilities to the elections meeting. A meeting (transition meeting hereafter) between the former Executive Board members and new Executive Boards shall take place immediately following the election conducted by the Executive Board.
 5. A person running for more than one office must rank their desired offices according to preference as holding more than one office is prohibited.
 6. A person may not be a candidate for President or President-Elect unless he/she has been member of the Group for the Fall and Spring semesters consecutively.
 7. Executive Board Members shall be elected by a fifty percent plus one (majority hereafter) of the votes by members present at the meeting, provided a quorum is present. The members shall vote through ballot. The President shall count and announce the number of votes for each office.
 8. In the event any Executive Board member of the Group terminates his/her student status with the University or is otherwise so disposed that he/she cannot perform their functions, he/she shall immediately resign office and the unexpired term shall be filled via election by members of the Group as provided by Paragraph 6 of Section II of these By-Laws. This shall not apply in the case of a vacancy in the office of President. In this case, the office of President would be filled by the Vice President, and the Secretary will take the position of interim Vice President until a new candidate is elected as Vice President.
 9. In the event that the Vice President takes the office of President for the reasons stated in Paragraph 7 of Section II of these By-Laws, nominations will be taken for the office of Vice President so that the membership, as defined by Section I of these By-Laws, can vote on the position during a general body meeting.

Section III. APPOINTMENTS

1. Upon request, the Executive Board shall provide for the nomination of Group members for any position which may occur on Group committees.
2. If any of the appointees resign a replacement shall be selected by the same procedures as the original appointment.