

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

Section 1: Oval Dogs: This organization will be named “Oval Dogs” while it is in affiliation with the Ohio State University, the actual name of the university will not be mentioned in any way, shape, or form in the organization name.

Section 2 - Purpose: This organization's primary focus will be to provide a support system of friends, canine-lovers, and puppy owners to all dogs that love frolicking through the Oval on a sunny day. Among the events that will be hosted are hikes, play dates, fundraising opportunities such as "pics with puppies", and dog-friendly ice cream socials. Membership is open to all students with a fondness for dogs. By giving students the opportunity to spend time with furry friends, Oval Dog's mission is to decrease the number of reckless adoptions that result in unwanted dogs and full shelters, help educate both current and prospective pet parents and create a safe, social environment for Ohio State students. By educating peers on the difficulties, as well as the enjoyable aspects of pet parenting, we hope to provide a more realistic outlook on pet adoption and encourage those not able to be pet owners to come enjoy the company of dogs of various shapes and sizes at meetings and events.

Section 3 - Non-Discrimination Policy: This organization will refrain from discrimination based on age, race, gender, sexual orientation, disability, gender identity, genetic information, HIV/AIDS status, military/veteran status, national origin, religion, sex, or any other protected bases under the law in its activities, programs, membership, admission, and employment. Under no circumstances shall an individual considered a member of the organization at any position be allowed to prevent a fellow individual from joining or harassing them by any means upon admission to this student organization. Penalties will be severe and will be further discussed in the section detailing removal from the student organization.

As a student organization at The Ohio State University, Oval Dogs, expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Qualifications and categories of membership.

The student organization, “Oval Dogs” will limit membership to alumni and current students attending The Ohio State University, including undergraduate, graduate, or otherwise. The Executive Board alone will be able to suspend non-student members with

a majority vote for confidential reasons. The voting members of the Executive Board will be allowed to make or change any decisions already established in the Constitution regarding membership (i.e. dues, size, requirements) with a majority vote.

Members will NEVER be required to own a dog on campus as part of the qualifications. This policy is not allowed to change regardless of a vote by the Executive Board.

Article III – Methods for Removing Members and Executive Officers

The processes stated below will hold for the removal of both General Body members and Executive Board officers. Due to the importance of the Executive Board Members, they will be held to higher standards than active members of the student organization. The reasons and methods for dismissal below must be preserved; more may be added to the By-Laws.

- A. *If a member of the organization, either in the General Body or Executive Board, acts in a way that goes against state, university, or federal law, they will be dismissed after a meeting involving any executive officers not involved in the incident and a majority vote regarding any additional steps that must be taken for the organization to move forward. Additionally, any member who violates the constitution will be subject to immediate removal without the need of a majority vote from the Executive Board.*
- B. *Any elected officer of the organization may be removed for reasons including, but not limited to, violation of the constitution or by-laws, failure to perform duties, any behavior detrimental to the advancement of the organization, violation of the Student Code of Conduct, university policy, or government laws. Furthermore, ALL Executive Board members MUST be in good standing with the university and maintain at least a 2.0 GPA while holding the position. This will be monitored by a third party (the faculty advisor) and no members of the organization or board will ever see fellow students' GPA's. The removal of a member for the reasons listed above will require a majority vote conducted by uninvolved, voting members of the executive board.*

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership

- A. *President-* The President of this student organization IS a voting member. The President oversees maintaining contact with the faculty advisor, the University, and the center for Student Organizations. The President is also required to ensure communication between all members of the Executive Board (voting and non-voting). Duties of the president include, but are not limited to, running meetings, addressing issues related to Oval Dogs, attending necessary trainings, and abiding by the regulations set by CSLS and the Student Code of Conduct.

- B. *Vice President*- The Vice President of this student organization IS a voting member. The Vice President helps run the organization with the President. The Vice President helps establish order, run meetings, assists in the workload of the president, and steps in for the President as needed. The Vice President is also responsible for helping other members of the Executive Board with their tasks as needed, as well as any Committees that may exist, temporary or long-term. The Vice President is also responsible for taking notes in meetings and events, as well as photos if the social media director is not present.
- C. *Treasurer*- The Treasurer of this student organization IS a voting member. The Treasurer is responsible for the collection and dispersal of all funds related to the club. The Treasurer is also responsible for maintaining the organization's bank account, as well as any method of receiving or spending money the organization may have (p-card, Venmo, etc).
- D. *Social Media Director*- The Social Media Director IS a voting member. The Social Media Director is responsible for running all forms of social media, including but not limited to Instagram, Facebook, Snapchat, Twitter, etc., as well as aiding in any advertising or marketing that may take place. They will be responsible for aiding in graphic creation for events, posting when events are happening, reminders for events, and other social media content of choice (Member Monday, What were the Oval Dogs up to at this weeks meeting, holiday posts, etc.)
- E. *Event Director*- The Event Planner IS a voting member. The Event Director is responsible for planning all non-regular events, including events such as social gatherings, bonding events, and others, and can include events that are both inclusive and exclusive to canine members of the organization. The Event Director works together with both the Philanthropy and Fundraising Directors to coordinate events related to their positions, respectively.
- F. *Fundraising Director*- The Fundraising Director IS a voting member. The Fundraising Director is responsible for setting up various fundraising events for the organization to raise money for club activities and purchases.
- G. *Philanthropy Director*- The Philanthropy Director IS a voting member. The Philanthropy Director is responsible for organizing events for members of Oval Dogs to participate in volunteer activities and events that raise money for non-profit organizations or for a charitable cause. These activities may or may not be related to dogs.
- H. *Recruitment Director*- The Recruitment Director IS a voting member. The recruitment director is responsible for overseeing events that bring new members to the club. They are responsible for promoting continued involvement among current members.

All members shall be responsible for participation, discussion, and feedback for group and executive matters when necessary.

Article V- Election of Organization Leadership

Elections for the Executive Board will be held once a year in December of the Autumn Term. All members of the Executive Board must be voted in annually, including any members who wish to re-run for a position. A member may only run for up to two positions each election. The order of elections shall match the order that the positions are listed in Article IV. Non-voting members of Oval Dogs, including General Body Members, will NOT be permitted to sit in on elections. Only those who have served on the board for one term may be eligible to run for either the President or Vice President positions unless there are no candidates for the position from the previous Executive Board.

During elections, all candidates will be required to submit a presentation, document, video etc. as to why they feel that they are a good fit for the position, as well as what they would do should they be elected. These presentations can be no longer than 10 minutes in length, and the presenter may bring any visual aids they would like. This presentation will be followed by a question-and-answer session, should the Executive Board have any questions. After all presentations for a given position have been made, all voting members will have a private discussion before anonymously voting. If a current member of the executive board wishes to run for a position for the new term, they are NOT eligible to vote for the position(s) they are running for. For example, if Social Media Director runs again for any position, he/she may not vote on who gets said position; only the remaining members of the board may vote.

Article VI - Executive Committee: Size and Composition of the Committee

At the time of writing, Oval Dogs currently does not have an Executive Committee.

An Executive Committee is a Committee of General Body members selected to oversee Executive Board meetings, decisions and voting, and represents the interests of the General Body. The Executive Committee does NOT have voting power, but they are witnesses to all discussions and choices made by the Executive Board.

Article VII - Standing Committees: Purposes and Composition

Standing Committees may be added if both the President feels it is appropriate, and at least one Director volunteers to oversee the Committee. A Committee can be removed if the President disbands it, or it is no longer overseen by a Director.

The purpose of any Standing Committee is to work on a specific activity or goal under the Director who is responsible for that area. Committee heads are selected by the Director overseeing the Committee and can be either the directors themselves or another member of the organization. A Committee head is responsible then for selecting who is on the committee underneath them, as well as maintaining the project the Committee focuses on.

For example, should Oval Dogs take on a specific fundraising event, the President and Fundraising Director can agree to form a Standing Committee for said event. The goal of the Committee is to specifically work on that event under the Fundraising Director and is led by whomever the Fundraising Director selects as the Committee head.

Standing Committees can either be short- or long-term; short-term Committees would exist for a singular event, while a long-term Committee may help plan an event that may take place on a recurring basis.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

Advisors must meet the criteria provided by CSLS regarding faculty advisors for student organizations at The Ohio State University.

Article IX – Regular Meetings

Regular meetings shall take place every other week. They are subject to change time and day based on the availability and request of the General Body every semester. Meetings will take place at a time that works for the majority of the General Body.

Article X – Attendance of Events of the Organization

There are no attendance requirements for members of the General Body.

Executive board members are required to attend at least 60% of all executive meetings unless a valid excuse is provided. Executive board members are required to attend 50% of general body meetings and other general body events unless a valid excuse is provided. Excuses must be provided prior to the start of the event that is being missed. The validity of excuses will be evaluated by the President and Vice President jointly.

Any disruptive members, human or canine, will be removed immediately from the meeting or event by members of the Executive Board. Should a dog display warning signs of escalating throughout the meeting, the owner will be asked to remove the dog as a preventive measure and courtesy of other owners and dogs. Any individuals who have to be removed from multiple events or meetings will be stripped of their status as active members of the student organization.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then 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.

Article XII – Method of Dissolution of Organization

Through preserving 25% of fundraisers, and revenue every semester will be allocated to pay off any debts should the Organization choose to be dissolved. The Treasurer will be responsible for the equitable division of assets and debts.

By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, a previous notice of any changes is usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article VI - Advisor/Advisory Board Responsibilities

Advisor is only required to sit in on elections. Other than the annual elections, advisor is not required to attend meetings or events.

Article VII - Method of Amending By-Laws

The method should be similar to amending the constitution; however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).