**Meat Science Club**

**Department of Meat Science**

**The Ohio State University**

**CONSTITUTION AND BY-LAWS**

*Established October 2012*

*Revised August 2020*

**Article I**

*Name, Purpose, and Non-Discrimination Policy*

**Section 1:** Name: Meat Science Club

**Section 2:** Purpose:

The purpose of The Ohio State Meat Science Club shall be to promote the meat industry through educational and industrial experiences by means of interaction with professors, leaders of the industry, and future employers, and to engage in leadership activities that focus on different techniques, careers, and current issues in the meats industry. This organization will be represented through fundraising events that support the club and educate the public.

**Section 3:** Non-Discrimination Policy:

This organization and its members shall not discriminate against any individual(s) for reasons 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, admission, and employment.

As a student organization at The Ohio State University, Meat Science Club 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 is found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>

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

**Article II**

*Membership Eligibility*

**Section 1:** Only full-time undergraduate and graduate students enrolled at The Ohio State University may join.

**Section 2:** Members must pay all dues by the third general meeting of the semester

 ($20.00 membership fee per year, $12.00 per semester). Failure to pay

 dues will result in the inability to participate in all club activities until the

 following semester when dues have been paid. If semester meetings are

 conducted online due to unforeseen circumstances, dues will be reduced to

 $5.00 per semester that remote meetings are conducted.

**Article III**

*Organization Leadership*

**Section 1:** The officers/executive committee of this organization shall be: President, Vice President, Treasurer, Secretary, CFAES Council Representative, and the Advisor(s).

**Section 2:** The constitutional officers of the organization, except the Advisor(s), shall be elected annually by a two-thirds majority vote of the members present at the second to last meeting of Spring Semester. If all officer roles are not filled, an executive officer may serve multiple executive roles until another member can be appointed to fill said roles. Executive officers should be a rank two member and members with prior club experience will be favored.

**Section 3:** Duties of the Executive Committee:

1. The President shall:
* Attend OSU’s President’s Training.
* Begin meetings promptly.
* Plan order of business with the Advisor(s) and Executive Committee.
* Listen and facilitate the needs of the Meat Science Club members.
* Work closely with the Executive Committee.
* Register the organization with The Ohio State University, and address any registration status issues.
* Facilitate all meetings, social events, fundraising opportunities, volunteering functions, and educational experiences.
1. The Vice President shall:
* Hold all of the presidential duties when the president is absent or unable to do so.
* Work closely with event leaders.
* Take the duty of any other executive office when that person is unable to do so.
1. The Treasurer shall:
* Attend OSU’s Treasurer Training
* Assess member dues and write receipts for records.
* Provide a list of non-paid members to the president until all members have paid.
* Report financial status during each meeting.
* Develop a budget for the organization.
* Provide financial ledger to the advisor and president at the end of the membership term.
* Assist in the planning of social, educational, volunteering, fundraising, or merchandise issues.
* Complete purchases using approved payment methods
1. The Secretary shall:
* Keep an electronic record of all business meetings.
* Provide a summary of minutes from the previous meeting at the following meeting.
* Create and distribute all correspondences for Meat Science Club.
* Prepare an agenda to distribute for all regular business meetings with the assistance of the Executive Committee and sub-committee chair’s.
1. The CFAES Council Representative shall:
* Attend every CFAES Council meetings/functions and must find a replacement to attend in their absence.
* Present report from each Council meeting at the Meat Science Club meetings.
1. The Advisor shall:
* Be the Meat Science Club Coordinator/Director.
* Evaluate the program and the general conduct of the organization whenever it is deemed advisable.
* Plan order of business with the President and Executive Committee.
* Assist in the implantation of new programs, events, and activities.
* Serve as a support to the organization.
* Serve as a liaison between the organization and the Department.

**Article IV**

*Event Chairman*

**Section 1:** Throughout the year as events/activities outside of normal meetings are planned, one person shall volunteer to be the chair of the event. That person shall be responsible for planning the event and reporting to the executive committee on progress as well as details. This person shall be approved by the president and voted on by the club at the meeting in which the event was approved. The chairman may be an executive officer.

**Article V**

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

**Section 1:** Any student wishing to obtain membership status - including a current standing member - needs to pay their dues by the third meeting of each semester.

**Section 2:** All membership status shall be assessed by the Executive Committee.

**Section 3:** The membership term shall start at the time dues are paid, and run the duration of time to reflect amount paid.

**Section 4:** Members will realize that dismissal is possible at any point during their year of service. Meat Science Club members are asked to make an active commitment to the organization. Acting unbecoming of a Meat Science Club member at events will result in dismissal from the club. These actions might include, but are not limited to, engaging in drug use, speaking negatively about people, dressing inappropriately, and an excessive amount of drinking at club functions with no refund of dues

**Section 5:** A member may file an anonymous dismissal proposal to the advisor and executive committee concerning any fellow member that he/she feels is not making an active commitment to the Meat Science Club or its standards.

**Section 6:** Members up for dismissal will be notified by acting advisor, and they will have an opportunity to defend their actions at the next Meat Science Club meeting. After that point in time, a discussion and secret ballot on dismissal will be conducted.

**Section 7:** 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 8:** 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 9:** Dismissal from the university, academic misconduct, and/or dishonesty will immediately terminate membership.

**Section 10:** Any action by an executive team member failing to complete duties and or causing negative disruption to the organization and acting without the approval of the entire executive team and advisors may be removed from office with a 2/3 vote of the executive team and or the club as a whole.

**Article VI**

*Meetings of the Organization*

**Section 1:** The regular business meetings of this organization will be once every other week throughout the normal academic semesters/year, unless otherwise approved.

**Article VII**

*Method of Amending the Constitution and By-Laws*

**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 two-thirds vote from at least 50% + 1 (quorum) of the total voting member population.

**Article VIII**

*Parliamentary Authority*

**Section 1**: Meetings shall follow the written agenda outlined by the Executive Committee. Meetings should also follow protocols described in this constitution when conducting the actions listed in this document.

**Article IX**

*Voting Protocol*

**Section 1**: Voting may take place only by members that have paid their dues in full

**Section 2:** Voting will occur in the event that decisive action must occur to complete an action. Aforementioned actions may include but are not limited to: club donations, club fundraisers, meeting activities, volunteer opportunities, or any occurrence where a dispute in present.

**Section 3:** The president will act solely as the tie breaker for any and all voting occurrences that result in a tie due to even numbers of voters, inability for members to vote, or disorderly conduct during a voting session that needs to be finalized immediately.

**Section 4**: Voting will follow the Aye/Nay format, hand raising, or an anonymous vote taken by the executive team. In the event of an anonymous vote, the executive team must count the votes in the presence of AT LEAST three members to eliminate unethical behavior. A successful vote results in a 2/3 or greater vote of all the eligible voting members.

**Section 5:** The President, Vice President, and Treasurer may overrule any vote that acts against the goals of the club or the ethical values of the club as well as any vote that may lead to injury, harm, or another form of misconduct

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