

### Section 1: Name:

The Zoology Club at The Ohio State University

### Section 2: Purpose:

The purpose of the Zoology Club is to enhance the academic experience of Ohio State University students, faculty, and staff with interests in zoology and other disciplines in the biological sciences. The Club will provide students with a forum to discuss career, research, and volunteer opportunities/experiences, and to develop social and professional networks among the students, faculty, and staff at The Ohio State University, as well as other, external organizations.

### Section 3: Non-discriminatory/Sexual Misconduct Policy:

The Zoology Club 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.

As a student organization at The Ohio State University, the Zoology 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 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](mailto:titleIX@osu.edu).

## ***Article II***

### Section 1: Membership Qualifications

The Zoology Club is open to all current students of The Ohio State University. Voting privileges are held by Club members who are currently affiliated with The Ohio State University.

## ***Article III***

### Section 1: Description of Officers' Positions and Duties

President: The Club's President will run the general meetings, plan for and lead meetings of the Executive Committee, and arrange for guests and guest speakers when appropriate. The President will also act as the primary liaison between the Club and The Ohio State University Office of Student Affairs. The president will also be responsible for posting announcements/reminders within the GroupMe or ensuring that they are posted. Additionally,

they will follow up with exec members to create plans, and support the exec board in their tasks where needed. The President must meet with the Faculty Advisor once or twice per semester (Fall, Summer, and Spring) to discuss events occurring within the club/club progress. Note: all major events and trips must go through the Faculty Advisor.

**Vice-President:** The Club's Vice-President will assume the duties of the President when the President is unable to do so. The Vice-President will also serve as an advisor to the President and as a liaison between the President and other officers. At the end of each academic year, the Vice President will write and upload to the Club Google Drive a report of any incidents or negative instances endured by the Club that year to be utilized by future Executive Boards for reference in similar situations.

**Secretary:** The Secretary will maintain the Club's address records (including an e-mail list) and draft and distribute the announcements for meetings. The Club's secretary will prepare and distribute other records and correspondence, written or electronic, as necessary to maintain the Club's business.

**Treasurer:** The Club's Treasurer will maintain the Club's financial records. This will include collecting cash/digital payments for events, Budgeting for trips/events, Oversee Fifth Third bank account (online app, checkbook, and club card), and making necessary club purchases. They will also ensure proper transition to the next incoming treasurer including bank info, cash app passwords, and the checkbook. Each fall, the Treasurer will decide whether the club will instate dues for the year after consulting with the other officers.

**Social Media:** The Social Media Chair will be responsible for maintenance of the Club social media accounts. This will include information about meetings, speakers, and other posts deemed necessary by the Social Media Chair or the executive board.

**Public Outreach:** The Public Outreach Chair will create informational flyers about meetings, speakers, and other club-related activities, as well as drafting up and collecting responses from Google Forms. The forms include but are not limited to, feedback from events, Club interest in a field trip/carpool needs, and other forms of polling.

**Fundraising:** The Fundraising Chair will be responsible for proposing fundraising ideas for the Club, as well as contacting potential businesses and sponsors. They will also oversee Club merchandise.

**Historian:** The Historian will take/ensure photos are taken at each Club meeting and event, keeping the Google Drive updated with said media. They may also assist with the social media accounts as necessary.

## ***Article IV.***

### Section 1: Executive Board

The Club's Executive Committee will be composed of the elected officers described in Article III.

## ***Article V.***

### Section 1: Standing Committees

None

## ***Article VI.***

### Section 1: Election of Officers

The officers described in Section III will be elected via an online poll, which is opened at least four weeks prior to the Spring Registration window for student organizations. Club members may self-nominate for up to two positions. Candidates win the position by winning a majority of the online votes, and elected officers will serve a one year term. Officers who remain in good standing with the organization are eligible to run for consecutive terms. In the event that an office is not filled during the Spring Semester election, the remaining members of the Club's Executive Board may appoint a person to fill the office without a majority vote of the Club's members.

The Executive Committee election will be held annually in the Spring, with the process beginning within a month of the end of the semester. Anyone can apply to the Executive Committee, but only those who have been in the club for a year can apply to the President position. The exception will be made if the Vice President needs to take over as President. If there is a tie in the election, the executive board will vote anonymously on the candidates, unless an alternative solution can be applied first. Example: if Candidate A has won for two positions; one position via majority and the other tied with Candidate B, the position A won the majority for can be the one they are officially elected to, while B wins the position the two of them were tied for.

Upon announcement of election results, incoming executive members will attend board meetings for the duration of the semester. The new executive committee will officially take over once the Spring semester ends. The outgoing members are responsible for training the incoming officials and turning over the appropriate Club information.

### Section 2: Removal of Officers

Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed detrimental to the best interests of the Club.

Prior to a vote on the matter of removal of an elected officer, the Executive Committee shall notify the Faculty Advisor and hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken.

The purpose of this meeting should be; to pursue alternative methods of conflict resolution with the consultation of the Club's advisor before any vote for removal is taken by the Executive Committee. The vote to remove an officer must be unanimous.

In the event the officer is removed from their position, that officer returns in status to that of a general member, unless it is deemed necessary by the remaining Officers to remove that officer from general membership, in which the criteria and process for removing a general member must be followed.

If an Executive Committee member wishes to resign, a written (paper or electronic) confirmation of the resignation must be created, signed, and dated by the resigning officer. The same rules for fulfilling the role of a removed officer will apply to a resigned officer.

### Section 3: Selection of General Members

Membership to the club is open and there is no selection process.

### Section 4: Removal of General Members

On a case by case basis, a general member can be removed if they are acting in such a way that interferes with the club's ability to operate, goes against the club's mission, creates a space deemed unwelcoming to club members, or violates the Ohio State University Student Code of Conduct. The offending general member can be removed through a majority vote of the officers, with the consultation of the advisor. The duration of the removal (suspension for one meeting, one semester, the rest of the offending member's time at Ohio State, etc.) will be decided by the Executive Committee based on the offense. Decisions to remove a member should be made in a timely manner and must only be used as a proportionate response to the offense or as a last resort. The offending member will have the right to a private meeting with the Executive Committee and the Advisor to discuss terms of suspension, removal, banishment, etc. If needed, University Officials will be notified of the member's behavior.

## ***Section VII.***

### Section 1: Advisor(s)

Dr. Andreas Chavez, Advisor, Department of Evolution, Ecology, and Organismal Biology  
(chavez.109@osu.edu)

## ***Article VIII.***

### Section 1: General Meetings

Meetings of the Club's members will be held once every other week during each academic semester (except Summer), which totals between six and eight meetings per semester. All members will be notified of the time and place of each meeting.

#### Section 2: Quorum at General Meetings

For meetings of the Club's general membership, a quorum is defined as 50% of the members who are eligible to vote.

#### Section 3: Executive Board Meetings

The Executive Committee will meet after regular bi-weekly general meetings, unless otherwise determined by the President. Additionally, Executive Board will communicate regularly through email, GroupMe, and text messaging to conduct the Club's business.

#### Section 4: Quorum at Executive Committee Meetings

For meetings of the Club's Executive Committee, the Club's President and any four additional elected officers constitute a quorum.

### ***Article IX.***

#### Section 1: Constitutional Amendments

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have a quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

### ***Article X.***

#### Section 1: Dissolution of the Club

In the event of the failure to maintain and achieve its purposes, the Club will be dissolved. Any unencumbered assets will be returned to the donors. The Club's President and Vice-President will be held responsible for paying any debts of and related closing duties for the Club.

### **By-Laws**

### ***Article I.***

The Zoology Club adheres to the tenant that all members will have an equal opportunity to share their opinions and to participate in the Club's decisions and activities, but the vote of the majority of the Club's members, and/or majority of the Executive Board, will stand for all decisions made.

### ***Article II.***

The instatement of dues will be reconsidered annually. The current treasurer will have the right to choose and set dues after consultation with the Executive Board

### ***Article III.***

All officers are elected from a slate of candidates solicited through open nominations.

The terms of office begin in April, or upon the end of Spring Semester (after being elected and trained) and end the following Spring Semester (after new officers are elected and trained).

All officers are required to attend all general and Executive Committee meetings. Unless there are extenuating circumstances (illness, academic class, etc.).

Should the President of the Club be unable to fulfill his/her term of office, the Vice-President will assume the President's responsibilities, and the new President will appoint a new Vice-President from the Club's membership. Should any other officer be unable to fulfill his/her term, the President will appoint a replacement from the Club's membership.

### ***Article IV.***

The Club's advisor is expected to show interest and be involved in the Club's activities. The advisor will act as a liaison between the Club's officers and the College of Biological Sciences and Department of Evolution, Ecology, and Organismal Biology. All of the Club's activities must be approved by the advisor.

### ***Article V.***

Meetings of the Club's members will be announced in advance by means of e-mail, posters, and announcements in classes. Decisions on issues will be made by voice votes, although written (secret) or mail (e-mail) ballots may be used if approved by a majority of the members present at a meeting.