**Buckeye Parasitology Club Constitution and Bylaws**

**Article I**

*Section 1: Name*

Buckeye Parasitology Club

Our club is a student chapter of the American Association of Veterinary Parasitologists (AAVP). The AAVP Student Chapters aim to provide advanced experiences in veterinary parasitology to undergraduate students, graduate students, and veterinary students throughout North America to raise the profile of the importance of veterinary parasitology in the practice of veterinary medicine to all veterinary students

*Section 2: Purpose*

The purpose of the Buckeye Parasitology Club is to enhance the education of students through diverse opportunities and activities that will promote the improvement of the health of the animal and human populations. By starting this organization, we hope to create an atmosphere to further develop our understanding of parasites, how those parasites affect people and animals, what we can do to control or prevent these parasites, and how we can use our training to educate and bring awareness to the public so they can make sound decisions when it comes to the care of themselves, their pets, and livestock. The Buckeye Parasitology Club will also serve to foster opportunities for members to connect with other individuals of the veterinary community as well as professionals within the field of parasitology. By making these relationships, members will have a network of resources for future career collaborations as well as a greater appreciation for the vast impact parasitology has in the field of veterinary medicine and the One Health initiative.

**Article II**

*Section 1: Membership Qualifications*

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Five or more students are required for a student organization. Membership demographic for the Buckeye Parasitology Club consists of undergraduate, graduate, veterinary students, and employees at The Ohio State University.

Our organization requires members to be in good academic and/or employment standing with the University and attend three meetings throughout the school year to be considered an active member of the club. Attendance at club meetings as well as participation in club activities will be recorded. Each member will be held to an equal standard, regardless of rank or education status and selection for participation in club activities will not be determined by academic experience.

**Article III**

*Section 1: Organization Leadership*

Officers

* President (Primary Leader):
  + Shall preside at all meetings will have all such powers normally accorded with the chief officer of an organization
  + Will, with the Executive Committee appoint all regular and special committees.
  + Will serve to initiate special projects and will be responsible for the administration of any activities not otherwise assigned
  + Term of office: one year
* Vice President (Secondary Leader):
  + Will assist the officers of the chapter as directed by the President
  + Will preside at all meetings in the absence of the President
  + Will publicize the meetings
  + Term of office: one year and will then serve as President for following year.
* Treasurer:
  + Will receive and be responsible for all the monetary resources of the chapter and will be jointly responsible with the other officers for signing all checks. These checks will be used for payment of organizational expenses to be paid for by chapter funds. Reimbursement must be accompanied by a receipt and is subject to AAVP Executive Council approval.
  + Will be responsible for keeping records of funds, their disbursement, and for dealing with the Student Organization Resource Fee and the Internal Revenue Service. In addition, he/she will take minutes of each Council meeting, provide a copy to each officer, and make a copy available for public display.
  + Will record all chapter business, membership records, questionnaires, election results and be responsible for chapter correspondence
  + Term of office: one year

Officer Qualifications

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. According to guidelines set forth by The Ohio State University Office of Student Life, student officers are required to be enrolled at the University and be in good academic standing by meeting the minimum GPA requirements which are considered as follows:

* + 2.0 Term GPA for Undergraduates
  + 3.0 Term GPA for Graduate Students
  + 2.0 Term GPA for Professional Students

In the year prior to election to office, the candidate must be considered active (i.e attended three general meetings within the last school year) and have attended one Executive Committee meeting. Officers must not hold officer positions in more than three student organizations. Primary Leader(s) and the Treasurer must attend Student Organization training sessions annually upon election provided by the Office of Student Life and complete all required documentation to maintain the club in active status according to the University and the AAVP.

To hold an officer position, officers must register as AAVP student members upon election. The President and the Treasurer are the only officers that must enrolled as full time students.

Elections

The term of office will be from July 1 to June 30. Elections are to be held prior to the end of the school year. Officer candidates are required to submit a short biography with details about their reasoning for applying for the position and what they plan to contribute during their term. Paper ballots will be distributed by the President during a general member meeting and collected at the end of short speeches given by candidates.

Paper ballots will be collected by the President following the meeting. Ballots will also be distributed by the President via e-mail along with the written biographies of candidates if members are unable to attend and will be collected. More than two thirds total membership vote will be required for ballots to be counted. The President will count the ballots and, in event of a controversy, the Faculty Advisor will count the ballots. If less than two thirds of total membership vote, the Faculty Advisor will appoint an interim president to serve.

In cases of resignation or impeachment, the responsibility of the officer will be distributed among the remaining officers until the next election.

Club Faculty Advisor

The Buckeye Parasitology Club Faculty Advisor is required to be a current member of the AAVP and approved by the AAVP Executive Committee.

**Article IV**

*Section 1: Executive Committee*

The Executive Committee consists of the President, Vice President, Treasurer, and Faculty Advisor. The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. The Executive Committee will meet at least once per semester to plan club activities as well as organize events and general meeting topics. Members of the Executive Committee are encouraged to attend the national AAVP meeting held annually.

**Article V**

*Section 1: Methods of Removal of Membership and Executive Officers*

If a member engages in behavior that is detrimental to advancing the purpose of the Buckeye Parasitology Club, violates the club constitution, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s faculty advisor.

Any elected officer of the Buckeye Parasitology Club may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote in consultation with the organization’s faculty advisor.

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 Committee, in consultation with the organization’s faculty advisor, may vote to temporarily suspend a member or executive officer.

**Article VI**

*Section 1: Meetings and Events of the Organization: Required Meetings and Their Frequency*

General Member Meetings

* Will be held once a month to present club information and upcoming events as well as discuss topics of interest within our group and relevant developments within the parasitology field
* Members are required to attend at least three general meetings per school year to be considered an active member of the Buckeye Parasitology Club. Attendance at general meetings and club activities will be recorded.
* If a general member of the club is seeking to become elected in the next officer election, it is required to attend an Executive Committee Meeting within the year prior of intended election.

Executive Committee Meetings

* As stated previously, the Executive Committee will meet at least once per semester to plan club activities as well as organize events and general meeting topics
* All Executive Committee members are required to attend these meetings. General members interested in becoming an officer must attend one Executive Committee meeting in the year prior to intended election.

Events

* We will use general meetings as opportunities to have guest speakers that demonstrate knowledge in the field of parasitology to learn about specific parasites, public health or clinical case presentation examples that include signalment, diagnostics, treatment, methods of prevention and control, and education techniques to demonstrate how we can utilize our knowledge gained from the club.
* We will also create wet lab opportunities to learn and practice diagnostic techniques of parasitology
* Potential field trip events to investigate the parasite prevalence within the area are also possible.
* To accommodate the various educational backgrounds of our membership, we will tailor our events to have basic information and education available prior to participation to create a cohesive learning opportunity.

**Article VII**

*Section 1: Attendees of Events of the Organization: Required Events and Their Frequency*

As stated previously, the only required events to be considered an active member of the Buckeye Parasitology Club are three general member meetings within the school year.

Members interested in becoming an officer are required to be an active member and have attended one Executive Committee meeting within the year prior to intended election.

Events held outside of general meetings (i.e. wet labs, fundraising activities, etc.) are not required but highly recommended.

Attendance at the national AAVP meeting is not required but also recommended to network with other students and professionals within the veterinary field.

**Article VIII**

*Section 1: Method of Amending Constitution: Proposals, Notice, and Voting Requirements*

Any proposed amendments the constitution of the Buckeye Parasitology Club 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 two subsequent general meetings. At the third general meeting votes will be taken. A majority of voting members (a quorum being two-thirds of the membership) is required. The constitution should not be amended easily or frequently.

**Article IX**

*Section 1: Method of Dissolution of Organization*

In the event of dissolution, the Buckeye Parasitology Club will document assets of the club and advertise assets to other student organizations if debts have accrued. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

**Article X**

*Section 1: Non-Discrimination and Sexual Misconduct Policy*

In accordance with the principles set forth by University’s Non-Discrimination policy, the Buckeye Parasitology 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 Buckeye Parasitology 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.