# OSU ASLAP Constitution

## Article I – Name

The name of the organization shall be “The Ohio State University Student Chapter of the American Society of Laboratory Animal Practitioners.”

## Article II – Mission Statement

The purpose of the Student Chapter of the American Society of Laboratory Animal Practitioners is to foster educational activities in the veterinary specialty of Laboratory Animal Medicine and to familiarize the members with standards and regulations pertaining to this discipline.

## Article III – Objectives

1. To provide a means of increasing clinical experience in the medical and surgical treatment of traditional laboratory animal species as well as the laws and acceptable practices pertaining to their husbandry and care.
2. To increase awareness of post-doctoral instructional opportunities in Laboratory Animal Medicine and Comparative Biology and Pathology.
3. To expose students enrolled in the College of Veterinary Medicine to the field of Laboratory Animal Medicine as a potential career choice.
4. To serve as representatives for members of the Chapter to the Student Chapter of the American Veterinary Medical Association as well as the American Society of Laboratory Animal Practitioners and other national veterinary organizations.
5. To promote the importance of humane biomedical research for the benefits of humans and animals to the veterinary students of The Ohio State University as well as to the general public.

## Article IV – Membership

Section 1. Membership is open to any student enrolled in the College of Veterinary Medicine at The Ohio State University who maintains membership in the Student Chapter of the American Veterinary Medical Association and is interested in laboratory animal medicine.

Section 2. Other persons whom the Chapter may see fit to elect shall be Honorary Non-voting members.

Section 3. Members are encouraged to join the national American Society of Laboratory Animal Practitioners as student members.

Section 4. This organization and its members shall not discriminate against any individuals. This includes, but is not limited to, reasons 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 OSU Student Organization Guidelines.

## Article V – Officers

Officers of this Chapter shall consist of President, Vice President, Secretary, Treasurer, and the Welfare & Wellness ASLAP Group (WWAG) Coordinator, chosen in accordance with Articles I, VIII, and X of the Bylaws. The President and Vice President shall serve as delegates to the Student Chapter of the American Veterinary Medical Association. The officers shall continue in office for one term or until their successors have been elected and installed. The eligibility, tenure, duties, and method of election shall be described in the Bylaws. Officers are required to maintain a minimum GPA of 3.0.

## Article VI – Amendments

Section 1. Constitutional amendments shall be approved by a two-thirds vote of the members of the Chapter in attendance at a regular meeting at which a quorum is present. Proposed amendments shall be presented to the Board of Directors of the American Society of Laboratory Animal Practitioners for approval at least three months before final action is taken.

Section 2. The Student Chapter Secretary shall advise the Board of Directors of the American Society of Laboratory Animal Practitioners of any amendments made to the Bylaws.

## Article VII – Relations with the American Society of Laboratory Animal Practitioners

Section 1. The Chapter shall operate in a way consistent with the provisions of an official charter granted by the American Society of Laboratory Animal Practitioners.

Section 2. The Chapter shall be self-governing in all manners not in conflict with the provisions of the Constitution.

## Article VIII – Ratification

This Constitution and Bylaws shall go into effect upon approval by the Board of Directors of the American Society of Laboratory Animal Practitioners and by The Ohio State University Student Chapter of the American Veterinary Medical Association.

# Bylaws

## Article I – Officers

Section 1. The officers having immediate charge of the Student Chapter affairs shall consist of a President, Vice President, Secretary, Treasurer, and the Welfare & Wellness ASLAP Group Coordinator.

Section 2. No student shall be a candidate for any Student Chapter Office unless he or she is a member in good standing and a full-time student of The Ohio State University College of Veterinary Medicine.

Section 3. The term of office for the President, Vice President, Secretary, and Treasurer shall be one term with elections occurring in March. If applicable, the term of office for the Welfare & Wellness ASLAP Group (WWAG) Coordinator shall be one term with appointment to the office by April of the Spring term. In case of an emergency not provided for in this Constitution and Bylaws, officers shall hold office until a successor has been legally installed.

## Article II – President

Section 1. The President shall be the chief executive officer of the Chapter.

Section 2. Election (See Articles I, VIII, and X of the Bylaws)

Section 3. Duties

* 1. Shall preside at all meetings of the Chapter. In the absence of the President, the President-elect shall preside at the meetings of the Chapter.
  2. Shall appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
  3. Shall serve as Alternative Representative to the Student Chapter of the American Veterinary Medical Association.
  4. Shall vote only in the case of a tie vote.
  5. Shall be custodian of the cash resources of the Chapter in the absence of the Treasurer.

## Article III – Vice President

Section 1. Election (See Articles I, VIII, and X of the Bylaws) Section 2. Duties

1. Shall serve as the Representative to the Student Chapter of the American Veterinary Medical Association.
2. Shall preside at all meetings of the Chapter in the absence of the President.
3. Shall aid and assist the other officers of the Chapter in every way possible.

## Article IV – Treasurer

Section 1. Election (See Articles I, VIII, and X of the Bylaws)

Section 2. Duties

1. Shall be custodian for the cash resources of the Chapter.
2. Shall receive and hold all money of the Chapter.
3. Shall keep careful account of the same and make such disbursements as the Chapter may direct. The repository of the Chapter’s cash resources shall be selected by the Chapter.
4. Shall present a financial report as requested by the President.
5. At the completion of the collegiate year, shall balance accounts and then turn the records over to the Faculty Sponsor.

## Article V – Secretary

Section 1. Election (See Articles I, VIII, and X of the Bylaws)

Section 2. Duties

1. Shall take the minutes of each meeting and shall maintain an accurate record of attendance.
2. Shall prepare reports for each meeting.
3. Shall supply the Board of Directors of the American Society of Laboratory Animal Practitioners with an annual report.

## Article VI – Welfare & Wellness ASLAP Group (WWAG) Coordinator

Section 1. Appointment (See Articles I, VIII, and X of the Bylaws)

Section 2. Duties

1. Shall gather the applications for new members willing to volunteer in the supplemental WWAG enrichment program, and shall convey these applications to ULAR staff.
2. Shall organize orientations for new members.
3. Shall act as a liaison between ASLAP officers, members, and ULAR staff.
4. Shall provide oversight of volunteer reports and calendars.
5. Shall aid and assist the appropriate ULAR personnel and other officers of the Chapter in every way possible.

## Article VII – Faculty Sponsor

Section 1. The Faculty Sponsor shall be a Doctor of Veterinary Medicine engaged in the practice of Laboratory Animal Medicine and shall be a member of the American Society of Laboratory Animal Practitioners.

Section 2. Duties

1. Shall serve as advisor the Chapter.
2. Shall attend or be represented at all meetings of the Chapter.
3. Shall be consulted on all amendments to the Constitution and Bylaws and financial transactions.

Section 3. An advisor may voluntarily resign from his or her position with a one-month noticed presented in advance to the executive board.

Section 4. If the association advisor fails to perform their ascribed duties they will be subject to forced removal of office by a majority vote by the executive board.

## Article VIII – Members in Good Standing

Section 1. For a student to be a member in good standing with Chapter he or she shall meet the following requirements.

1. Payment of dues set forth by the Chapter.
2. No more than one unexcused absence per year from a regular or special meeting. Excuses must be submitted in writing to the officers for ruling.

Section 2. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, or is in violation of the OSU Student Code of Conduct, or fails to maintain eligibility, that member may be expelled from membership at any meeting by a two- thirds vote of a quorum of the general membership.

## Article IX – Order of Business

Section 1. The order of business for the Chapter meetings shall be as follows:

1. Call to order
2. Voting on minutes of the last meeting
3. Unfinished business
4. New business
5. Adjournment

Section 2. The President, with approval of the members present, may modify this order of business as he or she shall deem necessary or expedient.

## Article X – Elections

Section 1. The officers for the position of President, Vice President, Secretary, and Treasurer shall be elected by ballot in accordance with customary parliamentary procedures.

Section 2. The officer for the position of WWAG Coordinator shall be appointed by veterinarians at University Laboratory Animal Resources (ULAR) at OSU, with final approval of the individual by the Chapter Faculty Sponsor.

Section 3. A majority vote shall be required for election.

Section 4. Election of officers and their installation shall take place at a last business meeting during March of the Spring term.

Section 5. Only members in good standing shall be privileged to vote.

Section 6. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is in violation of the OSU Student Code of Conduct, fails to maintain eligibility, or fails to fulfill their duties, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, under the counsel of the advisor.

Section 7. An officer may voluntarily resign from his or her position with a one-month noticed presented in advance to the executive board.

## Article XI – Meetings

Section 1. At least one scheduled meeting will be held each semester during the school year.

Section 2. The officers shall decide as to the time, location, and frequency of the regular meeting insofar as it does not interfere with Section 1 of this article.

Section 3. Special meetings may be called at any time by the President with the approval of the officers. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 4. Fifty percent of the membership plus one member shall constitute a quorum for the transaction of business.

## Article XII – Assessments

All major expenditures (>$50.00) shall require a majority of affirmation vote of the members present. Fifty dollars or less may be approved by the Faculty Sponsor and reported at the next meeting.

## Article XIII – Amendments

The Bylaws may be amended by written resolution presented to the officers and Chapter at least one month in advance before final action is taken. A majority vote of the quorum present shall be required for passage, or approval by the Faculty Sponsor during the Winter and Summer holidays.

## Article XIV – Non-Profit Activities

Non-profit fundraising activities shall be approved by a majority vote of the membership of the Chapter in attendance at a regular meeting at which a quorum is present. The officers shall have the power and responsibility to establish and supervise all such non-profit activities.