

The Ohio State University
College of Veterinary Medicine
Veterinary Public Health Club
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***The Constitution of the Veterinary Public Health Club at The Ohio State University
College of Veterinary Medicine***

Article I- Name, Mission & Non-Discrimination Policy

Section 1. Name: The organization will be known as the Veterinary Public Health Club at The Ohio State University's College of Veterinary Medicine, hereafter referred to as "the VPH club."

Section 2. Mission statement: Due to the growing importance of animal and human interactions and public health on a local and global scale, the club aims to increase public health awareness through lectures, wet labs, and tours that advocate participation in global and public health as well as increase understanding of the field. Another aim is to encourage communication and networking between the veterinarians, public health officials, and students.

Section 3. Non-discrimination Policy: This organization 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.

Article II- Membership: Qualifications and Categories of Membership

Section 1. Any individual may be a member, assuming they are in good standing with The Ohio State University. The following criteria determine the three types of membership:

1. Affiliated members: Currently enrolled graduate students and DVM candidates in the Ohio State University College of Veterinary Medicine and currently enrolled students in the Veterinary Public Health program in the Ohio State University College of Public Health may be full voting members, may be given priority for some events, and may hold office.

2. Unaffiliated members: Currently enrolled Ohio State University students, including undergraduate, graduate and professional students not enrolled in programs officially affiliated with the College of Veterinary Medicine, may be a full voting member in the club and may participate in events when space is available, but may not hold office.
3. Others such as faculty, alumni, professionals, and community members are encouraged to become honorary members. They may not vote and may not hold office but may participate in events when space is available.

Section 2. A person is considered to be a voting member upon payment of dues for the current academic year or is a current member of the Executive Board. Failure to pay dues results in a termination of membership. Honorary members and Executive board members are not required to pay dues, only if there is sufficient funding (i.e., the VPH club is breaking even on costs, etc.), determined by the treasurer and approved by the president and majority vote from the Executive Board.

Section 3. Dues for affiliated and unaffiliated members will be set annually by majority decision of the officers at the beginning of autumn semester. Dues for affiliated members and unaffiliated members will be determined independently of each other.

Section 4: Members may leave the club at a time of their choosing. To be removed from the VPH club, members must email the Secretary and ask to leave the VPH club. Dues will not be refunded.

Section 5: 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, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article III- Organization Leadership

Section 1. The officer positions shall consist of President, Vice President, Secretary, Treasurer, Fundraising Chair, Events/Outreach Chair, Publicity Chair, and Master of Public Health-Veterinary Public Health (MPH-VPH) Liaison.

Section 2. Officers will be elected annually at a regular meeting during the spring semester, or by absentee ballot prior to the meeting at which elections are being held. An opportunity for nominations of candidates will be provided and announced prior to elections. To be elected, a candidate must receive a majority of votes of those eligible voting members casting ballots in the election. Newly elected officers will work under the officer in the position they were elected for during spring semester and then start their new leadership role summer semester. A standard operating procedure of each

executive board position will be available for newly elected executive members prior to the start of their leadership role to ensure that there is a successful transition amongst the officers. Prior to the departure from their executive board position, the officer must ensure that the standard operating procedure has been reviewed and updated to incorporate any changes in responsibility or instruction.

Section 3. Vacancies occurring among the offices will be filled by appointment of the President. In the case of a vacancy in the office of President, the Vice President shall assume the role of President, and then a new Vice President shall be appointed.

Section 4. An officer may be removed from office for dereliction of duty by two-thirds vote of the officers and advisor(s). The officer in question must be given two weeks advance notice of the removal vote in order to submit a statement in their defense to the officers and the advisor(s).

Section 5. The duties of the officers shall be as follows:

1. *President* - To organize and preside over all general meetings and all executive board meetings and to represent the VPH club in an official capacity; to register the VPH club annually and participate in any presidential training required by the university. To delegate tasks to the appropriate executive board members to carry out missions of the VPH club.
2. *Vice President* - To work and function at the discretion of the President. In the case of a presidential vacancy, the Vice President will assume the role of President and appoint a new Vice President.
3. *Secretary*- To prepare minutes of all general and officer meetings; to maintain membership list; to send official correspondence; to coordinate preparation and distribution of publications to appropriate recipients.
4. *Treasurer* - To receive and distribute funds; to keep a detailed account of all monetary transactions, including original receipts. The treasurer should make a budget to ensure expenses are kept within appropriate budget limits. The treasurer shall render a statement of financial condition of the VPH club at the request of the President or advisor(s). The Treasurer must also complete any training required by the university.
5. *Fundraising/Merchandise Chair* -To provide activities and opportunities for the club's members to raise funds for the use of the VPH club. At least two fundraising activities shall be planned per academic year.
6. *Events/Outreach Chair* -To organize and run events for the VPH club's members and to procure food for meetings decided on by the Executive Board.

The Events/Outreach Chair is responsible for planning at least one event per semester and to help facilitate collaborations between other student organizations at the university.

7. *Publicity* – To document VPH club events (such as wet labs and tours) and maintain the VPH club's social networking pages. The publicity chair is also responsible for updating and maintaining the VPH club's bulletin board (or PPS PowerPoint in VMC) and involvement fair poster/material.

8. *Master of Public Health Liaison* – To foster communication between the OSU College of Veterinary Medicine and the College of Public Health. The liaison will keep the officers informed on College of Public Health activities and MPH class schedules. They will also be responsible for ensuring that VPH club announcements and opportunities are accessible to all MPH-VPH cohorts. The MPH-VPH Liaison will help the Events/Outreach chair to facilitate collaborations between other student organizations at the university.

Article IV- Other Positions and Standing Committees

Section 1. The officers shall create or appoint such committees and representatives as needed for the successful operation of the VPH club.

Section 2. The officers, advisor(s), shall be known collectively as the Executive Board, and will meet at the direction of the President to discuss organizational business, program planning and other such concerns as they pertain to the function of the organization.

Article V- Advisor

Section 1. The advisor(s) must be a full-time member of the University faculty or administrative/professional staff.

Section 2. The advisor's duties shall include assisting the organization, as the advisor sees fit, in development of the vision, mission, programs, and activities of the VPH club. **The advisor must also complete any necessary training required by the university.**

Article VI- Meetings

Section 1. Meetings shall be held for **general members at least twice per semester**, excluding summer semester. An announcement via email of all general meetings should be made at least seven days in advance to all voting members, honorary members, and advisor(s).

Section 2. Meetings of the Executive Board will be determined and announced by the President and should be held at **least twice per semester.**

Section 3. Meetings held during the summer semester shall not have issues for voting, including but not limited to proposed constitutional amendments.

Article VII- Constitutional Amendments

Section 1. Any member, voting or honorary, may propose an amendment. All proposed amendments to the constitution must be made in writing to all officers.

Section 2. Amendments will be presented **to all executive board members via email following proposal in order to give time to consider the amendment. The amendment will be presented again, at which time a vote from the executive membership present at the meeting will be taken.** Amendments may not be voted upon during summer semester and will be considered at the first general meeting of autumn semester if proposed during the summer semester.

Section 3. A proposed amendment will be accepted only if three-fourths of the voting membership votes in favor of the amendment.

Article VIII- Dissolution

Section 1. This organization shall be dissolved upon a three-fourths vote of the membership, as well as a three-fourths vote of the officers.

Section 2. Upon dissolution of this organization, the treasurer shall, upon payment of all liabilities of this organization, dispose of all assets in the following manner:

1. Reimburse dues to all members on a prorated basis, and;
2. Forward the remaining assets to the Ohio State University College of Veterinary Medicine with the request that they should be retained and made available to this organization should it be reorganized within one year, or;
3. Contribute the remaining assets to the Ohio Veterinary Medical Association.

Section 3. The president shall bear personal responsibility for any matters left unsettled.