

Article I- Name, Purpose, and Non-Discrimination Policy of Organization

Section 1: Name: The name of our Organization is VAW Veterinary Outreach Ohio State University Chapter, hereafter referred to as Volunteers Around the World or VAW. This chapter is an extension of the larger international organization Volunteers Around the World.

Section 2: Purpose of Organization: The purpose of this organization is for students to take part in veterinary outreach internships in order to improve the veterinary aid and animal care for poverty-stricken communities around the world, as well as help pre-veterinary students improve their leadership and professional skills in their prospective professions.

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.

As a student organization at The Ohio State University, VAW Veterinary Outreach 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.

Article II- Membership Qualification

Section 1: Active Members: Active Members: must be full time undergraduate students at The Ohio State University. These students can run for office and vote. Required to attend at least two meetings and one event per semester.

Section 2: Non-Discrimination Policy: See Article I, Section 3

Section 3: Member removal: A member's engagement in detrimental behavior that negatively effects other members, the club's image, and or the club's goals will be removed from the club.

The initiator of the removal procedure must submit a written statement to the President. The Executive Board will schedule a meeting with the member in question. At this meeting, the impeachment charge will be read aloud. Following this, the member in question will have the chance to respond to these claims.

A decision will then be made by a two-thirds (2/3) vote of all Executive Board members not in question. If found responsible, the member will either be expelled from the Executive Board and/or group or put on a probationary period decided upon by the Executive Board. Otherwise, the member will be absolved of the charge(s).

Article III- Officers

Section 1: Defining Officers: The executive board will consist of 5 officers: president, vice president, treasurer, fundraiser chair, veterinary chair, publicity chair.

Section 2: Officer Qualifications: Any student member who wishes to be an officer must have a minimum GPA of 2.5 and be in good standing with the university.

Section 3: Officer Positions and Responsibilities:

a. President: Maintain regular contact with VAW, attend informational meetings held by VAW, including Officer Orientation. President must show initiative in planning, running, and completing club meetings and events. Responsible to organize and chair any Executive Board meetings

b. Vice President: Is responsible for managing and organizing material presented during club meetings. Coordinating with other board members to contact prospective speakers and arrange event locations. Sending out biweekly emails recapping club meetings, and attend any and all Executive Board Meetings

c. Treasurer: Is responsible for managing and maintaining financial records, balancing all final transactions and budget of the club, collaborating with other Executive Board members to prepare OSU budget proposals by designated deadlines and attending any mandatory OSU meetings as well as attending any and all Executive Board meetings

d. Secretary: maintain details and records of officer meetings for the smooth operation of future meetings, keep members updated on the club's affairs and events, including weekly meetings, via email, maintain list of club members and listserv, attend any and all Executive Board meetings

f. Veterinary Chair: Is responsible creating presentations over basic veterinary practices and animal restraint. Takes part in, along with president, organizing events involving hands on veterinary skills workshop, and attend any and all Executive Board meetings.

g. Fundraiser Chair: Is expected to plan events to help raise funds for the members of the club, maintain the fundraising sites page, if used, work with the

school and treasurer to ensure all money raised is properly invested, and attend any and all Executive Board meetings

h. Publicity Chair: Is responsible for making flyers and artwork to help advertise fundraising events, and draw new club members. Managing and posting on the club's social medias, an attend any and all Executive Board meetings

Section 4: Vacancies: If any board position is empty, or a board member is impeached or no longer wishes to fill the position, the Executive Board can do either of the following:

- a. Review, and vote on candidates for the vacant position and offer the top candidate the position for the remainder of the term OR
- b. Decide to reallocate the duties for the position to the remaining officers of the Executive Board for the remainder of the term.

Section 5: Impeachment: An officer's failure to adhere to the duties and responsibilities set forth

in the Constitution serve as grounds for impeachment. Impeachment procedures may be initiated at the discretion of any active member.

The initiator of the impeachment procedure must submit a written statement to the President and student organization advisor that is endorsed by at least two other active members. The written statement may be submitted to the Vice President if the President is the subject of the impeachment charge.

The Executive Board will schedule a meeting with the officer in question. The student organization advisor should be present at this meeting. At this meeting, the impeachment charge will be read aloud. Following this, the officer in question will have the chance to respond to these claims.

A decision will then be made by a two-thirds (2/3) vote of all Executive Board members not in question. If found responsible, the officer will either be expelled from the Executive Board and/or group or put on a probationary period decided upon by the Executive Board. Otherwise, the officer will be absolved of the charge(s).

Section 6: Advisor: The Club Advisor shall be chosen by the Executive Board of the club. The Advisor's role is to provide guidance and support the club Executive Board, while recognizing the autonomy of the group; to aid in the resolution of disputes among the Executive Board; and to assist with impeachment meetings. The Executive Board shall meet with the Club Advisor at least one (1) time per semester, and the Club Advisor is invited to attend every event and meeting of the club, and may attend at his/her will.

Article IV- Organizational Meetings

Section 1: Regular Meetings: Meetings will be held 2 times a month. Meetings will typically last around 1 hour in which members prepare for the upcoming trip and learn about the relevant country.

a. Executive Board Meetings: Executive Board meetings shall be held every two (2) weeks. The Executive Board meetings shall be held immediately following the regularly scheduled club meetings. Officers shall go no longer than two (2) weeks without an Executive Board meeting, with the exception of academic vacations. The purpose of these meetings shall be to coordinate programs and address club conflicts or concerns. The Executive Board members must meet with the Club Advisor at least once (1) per semester.

b. Special Meetings: Emergency meetings may be called at the discretion of any Executive Board Member.

Article V – Elections

Section 1: Election Timing: Elections should be held by March 31 for President, Vice President, and Treasurer, or after the second club meeting of the fall semester for all other board positions to allow for an adequate transition period for the new officers. Notification about the election meeting date, officer job descriptions, and information about nomination procedures should be sent out 4-6 weeks before the elections (no later than mid-February).

Section 2: Election Board Composition: The Executive Board should establish an impartial experienced member (refer to as Election Coordinator) to oversee the elections. The Election Coordinator should determine guidelines for the election meeting and absentee voting.

Section 3: Election Meeting At the election meeting the Election Coordinator should be at the door and use the membership list to verify that only active members receive voting ballots. Only voting members should be allowed in the room. If the nomination period ended prior to the elections, have preprinted ballots available with the names of the candidates under each position. The candidates should give a 3-5 minutes speech about their qualifications and interest in the club and the position. After voting, the Election Coordinator counts the votes. If no candidate receives a majority of the votes, there will be a brief presentation by the top two candidates and then a run-off vote. In the event of a second tie vote, the outgoing Executive Board (who are not running for office) will decide the winner.

Section 4: Election Results: A member of the outgoing Executive Board will notify all members of the club and the Student Organization Advisor of the election results within 24 hours. The Executive Board transition will be effective September 1. The outgoing members shall coach the newly elected Executive Board members on procedures and responsibilities during the transition.

Article VI – Amending the Constitution

Section 1: Written Addendum: Any active members of VAW may submit a written amendment to this constitution to the Executive Board. This proposed amendment should be endorsed by at least two other active members.

Section 2: Addendum Review: Members will then be notified of the proposed changes to the constitution, and arrangements must be made to review and vote on the proposed changes at a Special Meeting or at an upcoming General Meeting. Written notification of both the proposed amendment and meeting information must be sent to all active members a minimum of 1 week prior to the meeting.

Section 3: Addendum Approval: All amendments require a 2/3 vote of active members present for adoption. Any changes made to the original constitution must be approved by the VAW before being considered active.

Section 4: Constitution Review: The Executive Board will review the Constitution annually.