

# The Ohio State University 2024 VBMA Chapter Operations Manual



# Before you Transition Each Year!

## ***Outgoing officers:***

1. Update your chapter operations manual (COM) from the previous year and provide a copy to the national board and your chapter's new officers. This includes:
  - a. Responsibilities and tips for each officer position
  - b. Events, financial information and important contacts
  - c. Any other chapter specific information that may have changed in the last year

## ***Incoming officers:***

1. Browse the VBMA website to learn what it has to offer for both officers and general members
  - a. Get to know your regional leader, national officers, national requirements and more about what the VBMA has to offer your chapter
  - b. Review the national good standing requirements
2. Talk to old officers to make sure you have all the information you will need for your term.
3. Review the updated chapter operations manual (COM) provided by the outgoing officers.



# SECTION 1:

## Chapter Transition & Chapter Officer Information

### Section 1A: Chapter Transition Information

Month of Officer Elections/Selections	October
Month of Officer Transition	January

### Section 1B: Chapter Officer Information

Think about the following items as responsibilities are assigned to each position. Additionally, some responsibilities may be shared by all board members:

- (1) Local Responsibilities
  - a. Chapter finances
  - b. Liaison to the school administration
  - c. Recruiting speakers and coordinating events
  - d. Membership/Attendance tracking
- (2) Regional Responsibilities
  - a. Identify two officers who will be liaisons between your chapter and your RL (one must be the president of the chapter)
  - b. Business certificate attendance report submissions
- (3) National Responsibilities
  - a. Event report submission
  - b. Financial report submission
  - c. Chapter contract and chapter information sheet submission
  - d. Forum posts (chance for additional metrics points, but not required)
  - e. Website manager (this person is responsible for approving new members who join the website under your chapter)

You should update this section before each transition so that incoming officers have the most up-to-date information about their responsibilities and tips for how to go about fulfilling these duties.



## PRESIDENT

CURRENT PRESIDENT: Ian Frost

EMAIL: frost.325@osu.edu

PREVIOUS PRESIDENT: Stephanie Cipa

How to contact previous president: cipa.1@osu.edu

### Responsibilities of the Position

1. Negotiate and secure outside sponsorship for our chapter of the VBMA.
2. Form relationships with potential sponsors and be sure they receive proper recognition for their donations. Make any modifications to approved local sponsorship tiers.
3. Oversee all meetings. Present agenda to open each general meeting.
4. Serve as the liaison with school officials.
5. Arrange speaker visits and reserve locations for events. Create a schedule of speakers for each semester.
6. Give an introductory presentation about VBMA to potential new members.
7. Submit club information through school Union (allows us to receive funding). To do this, the president must go through officer training spring semester.
8. Supervise other board members in their roles.
9. Help to Coordinate all programs. As the President, you should be available to all other positions if they need assistance.

### Tips for Success

1. **Plan ahead:** Think about events and initiatives for the upcoming semester before it starts and get things on the student calendar as soon as you can- with many other clubs trying to plan events, it can be quite a headache figuring out dates. Everyone also has really busy schedules in terms of exams and quizzes so it can help if you have a calendar where you write them down for each of the classes and try to find dates that don't conflict with a busy part of the quarter/semester.
2. **Organization:** Provide a detailed agenda for every meeting to keep your board focused during the meeting and ensure everyone is on the same page. You can refer back to the notes that you wrote on the last agenda to prepare for the next as well as it keeps track of the goals and initiatives. We typically have a board meeting about 3-4 times a semester. The meetings are only



an hour so they can go really fast and it keeps you on track in terms of the business you need to get through.

3. **Delegate:** It is really important to delegate to the members of your board and keep their vision/opinions as part of decisions. I think past boards have had trouble where one or two people try and run the board under their style and don't use the input of the entire board. It caused conflict, and not only affects the board, but the entire organization. Plus, there is just WAY too much to do by yourself...that's why you have the board in the first place.

### VICE-PRESIDENT

CURRENT SENIOR VICE-PRESIDENT: Ellie Stoller  
 Email: stoller.74@osu.edu

PREVIOUS SENIOR VICE-PRESIDENT: Danny Feinbloom  
 EMAIL: feinbloom1@osu.edu

### Responsibilities of the Position

1. The VP will assist the president in networking and maintaining contacts at every opportunity. Along with the other members of the board (particularly the President), the Vice President should be contacting and organizing speakers to come speak to members.
2. Oversee events and arrange for food and drinks at each meeting. Work with the Treasurer for funds for food and drink and work with the compliance director to ensure requirements are being met for the business certificate program.
3. Introduce and train other Board members on how to initiate event planning if other Board members are eager to learn how to network and plan events.
4. Assist in planning the OTS etiquette dinner if needed.
6. Work closely with Co-advisors (Gena Grant, Gabbie Durbin) to collect applications, review applications, and select amounts to be awarded for the annual travel grant.

### Tips for Success

1. Always be sure to keep a running dialogue with the rest of the VBMA board. Each person is an individual and may or may not need help with certain things. You won't know how to help the other board members until you ask.
2. Food: Make some calls to various local food places and keep a running list for catering prices. When it's time to discuss food and price ranges for upcoming events with the treasurers and other board members, you'll already have the info ready.



3. Coke grant: Keep a stock of coke and water. Getting drinks for every event is difficult. It is better to just overestimate for a few events when filling out the form so then you have to make the trip to the union fewer times.

### VICE-PRESIDENT

CURRENT JUNIOR VICE-PRESIDENT: Eleanor Vondette  
 Email: vondette.1@osu.edu

PREVIOUS JUNIOR VICE-PRESIDENT: Did not have one but previous president (Stephanie Cipa) trained Ellie Vondette  
 EMAIL: cipa.1@osu.edu

### Responsibilities of the Position

1. The junior VP is to primarily report back to the president and pick up any roles that need fulfilled at any time throughout the school year.
2. The junior VP differs from the senior VP in that junior VP will tend to look over the other roles held within the club. Whenever the president notices other positions needing assistance, they will lend a hand.
3. Introduce and train other Board members on how to initiate event planning if other Board members are eager to learn how to network and plan events.
4. Assist in planning the OTS etiquette dinner if needed.
5. The junior VP is to work closely with the senior VP and lend each other help when needed.

### Tips for Success

1. A strong working relationship needs to be maintained between the senior and junior VP to work in coherence and create an effective environment for the rest of the electoral board to get their responsibilities done.
2. Food: Make some calls to various local food places and keep a running list for catering prices. When it's time to discuss food and price ranges for upcoming events with the treasurers and other board members, you'll already have the info ready.
3. This position is not guaranteed to lead to the presidential role in the following year but tends to be granted to a first year that has a strong interest and passion for the club that is eager to learn many of the roles in a path to possible presidency the following term.



## TREASURER (Director of Finance)

CURRENT TREASURER: Alexander Dawson  
EMAIL: dawson.781@osu.edu  
PREVIOUS TREASURER: Ian Frost  
How to contact previous treasurer: Frost.325@osu.edu

### Responsibilities of the Position

1. Maintain and balance all accounts & provide insights on expenditures.
2. Complete all applications, audits, & requirements for funding.
3. Receive applications for business education fund and disburse monies yearly.
4. Provide sponsors with audits per requests.
5. Submit the Annual Financial Report to the NVBMA.
6. Look for sponsorship and grants for food and speaker fees.
7. Work closely with the VP and president when it comes to making purchasing decisions for lectures and club events.
8. **Provide a financial report to the board quarterly.**
9. Work closely with the VP and advisor Amanda Fark to collect applications, review applications, and select amounts to be awarded for the annual travel grant.
10. Update member excel sheet on the drive and add new members to the Carmen page.
11. Send speaker fees and thank you notes to guest lecturers after event.

### Tips for Success

1. Stay on top of the bookkeeping for bank deposits, checks, and all other money going in/out. I recommend peaking at the venmo/bank account every 2 weeks to just monitor things.
2. Merch sales are a bit crazy in terms of notifications, but work with the merch chair about marking off who paid or not.



- Attend the National meeting to meet the national finance director and learn about the required annual audit submission to NVBMA. The yearly reports are available through myVBMA. There is an example provided within the sheet.

### Director of Compliance (Co-chairs)

CURRENT: Jessica Savage, Maslin Slade  
 EMAIL: [savage.383@osu.edu](mailto:savage.383@osu.edu), [slade.62@osu.edu](mailto:slade.62@osu.edu)

PREVIOUS: Kelsey Nickel, Maslin Slade  
 How to contact previous: [nickel.68@osu.edu](mailto:nickel.68@osu.edu), [slade.62@osu.edu](mailto:slade.62@osu.edu)

### Responsibilities of the Position

- Maintain minutes for all meetings (executive and general).
- Update the Chapter Operations Manual each year and submit by November 1.
- Submit all documents to nationals (except the financial report), including the annual NVBMA contract, the Chapter Information Sheet, the Chapter Operations Manual, Quarter reports, and Event Reports. In addition, serve as the other liaison to the regional leader/NVBMA, providing updates to the regional leader and participating on the NVBMA website discussion boards.
- Maintain myVBMA website. Approve attendance for all members and keep track of reasons for denial.
- Create myVBMA events. Close them within 2 weeks of event or before the end of the quarter, whichever comes first.
- Submit Quarterly Reports quarterly. **Report to the board.**
- Assist marketing and fundraising creativity as needed.

### Tips for Success

- Submit event reports directly after events and stay up to date on when NVBMA documents are due. (The annual contract is due in the fall and the **chapter information sheet and chapter operations manual is due within one week of officer transition**). Event reports are due **within 2 weeks** following the event.





2. Start early with business card printing, as soon as you can after the membership application deadline.
3. Send minutes out within a couple days of the executive meeting to the executive board to fill in officers that may have not been present.

### **Director of the Business Certificate Program (Co-chairs)**

CURRENT: Jessica Savage, Maslin Slade  
 EMAIL: [savage.383@osu.edu](mailto:savage.383@osu.edu), [slade.62@osu.edu](mailto:slade.62@osu.edu)

PREVIOUS: Kelsey Nickel, Maslin Slade  
 How to contact previous: [nickel.68@osu.edu](mailto:nickel.68@osu.edu), [slade.62@osu.edu](mailto:slade.62@osu.edu)

### **Responsibilities of the Position**

1. Determine the appropriate category and point allowance of all lectures.
2. Maintain accurate and proper cumulative attendance logs for all members participating in the business certificate program
3. Coordinate and keep in contact with the National VBMA regarding all documentation required to fulfill certification for eligible members
4. Create the meeting on the MyVBMA website for all lectures. Approve and deny students from the lectures in accordance with the attendance logs for all members participating in the business certificate program.
5. Submit records for members participating in the business certificate program when they have earned their certification. Collect and distribute certificates to the students.

### **Tips for Success**

1. This is a new position, so start by speaking with the old director of the Business Certificate Program for details.
2. Familiarize yourself with the Business Certificate program via the national website at [vbma.biz](http://vbma.biz)
3. Familiarize yourself with the MyVBMA website to learn how to create and change meetings, accept and deny students both during and after meetings.
4. Keep a backup list of points to compare with the website in case any members participating in the program don't make a MyVBMA account and attend lectures.



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<b>Director of Marketing</b>
<p>CURRENT: Amanada Rockefeller EMAIL: rockefeller.2@osu.edu</p> <p>PREVIOUS: Ellie Stoller EMAIL: Stoller.74@osu.edu</p>
<b>Responsibilities of the Position</b>
1. Maintain social media, including Facebook and Instagram. Promote events 2 weeks in advance. Post 2 posts per week.
2. Create and maintain a display board for all sales and open houses, featuring the logo, mission statement, etc. of VBMA. Update the bulletin board once yearly (by women’s lockers in VMC).
3. Focus on bringing in new members and retaining current members, and creating and promoting member perks (members-only meetings, email quizzes with prizes, etc.)
4. Plan a social for the club at least once per semester.
5. Work closely with the Vice President to organize big events, such as the etiquette dinner +/- round table event.
<b>Tips for Success</b>
1. Get in touch with the membership early and often. Market to the students, particularly first and second year classes, by announcing upcoming events in an excited but professional manner and attempt to convey the importance of business management and attending added lunch lectures that can help them with their future careers.
2. Grab members’ attention! Use color! But above all make certain the social media posts to the student body are clean, concise, and not too busy/distracting so that the information is presented in an informational yet eye-catching way.



### Director of Fundraising

CURRENT: Payton Thompson  
EMAIL: thompson.4145@osu.edu

PREVIOUS: Katelyn Keefer  
How to contact previous: keefer.88@osu.edu

### Responsibilities of the Position

1. Manages all our fundraising activities for club funds and charity donations. Plan and execute charity fundraisers on behalf of The Ohio State University's VBMA chapter. Organize fundraisers to raise money for lectures and other activities related to the BCP program, including designing, purchasing, organizing, and maintaining merchandise and selling it at school-organized fundraisers.
2. Responsible for ordering merchandise items and overseeing merchandise sales (ie making sure members are signed up to cover the tables and supplies are there).
3. Keep a list of VBMA members who volunteer at merchandise sales.
4. Responsible for ordering and distributing business cards to members and promoting them as a fundraiser to other non members.
5. Work with the president to establish expectations for the number of innovative items to create (typically 1-2 per year) and to reorder necessary supplies.
6. Give a report quarterly about progress of fundraising and new merchandise

### Tips for Success

1. Keep an up to date inventory. Make sure to order new inventory well in advance of sales.
2. Send email for merchandise volunteer shifts. Print \$5 off coupons for members who volunteer. Track officer shift requirement and notify officers who still need to fulfill a shift.

### Director of Communications

CURRENT: Ali Lash  
EMAIL: lash.104@osu.edu



PREVIOUS: Margo Shen

How to contact previous: shen.1236@osu.edu

### **Responsibilities of the Position**

1. Monitor organization's email account, responding to general VBMA member questions or directing specific member emails to appropriate Directors. Sort or delete messages appropriately.
2. Send monthly class emails regarding events and following up with reminders.
3. Update Carmen with event details as President and Vice President plan.
4. Create RSVP forms for events as President and Vice President plan.
5. Coordinate with the Director of Marketing for announcements.

### **Tips for Success**

1. Keep an open communication line with President, Vice President, and Director of Marketing
2. Check email at least once a day.

## **GENERAL RESPONSIBILITIES OF THE VBMA BOARD**

### **Responsibilities of all Officers**

1. Assist other officers with their duties if needed.
2. Work to ensure the success of our events by helping with event details, such as food, drink, and the speaker.
3. Attend all meetings and contribute ideas to the group. Only allowed to miss due to class or work. Very important that everyone is present.
4. Attend the National VBMA conference at the start of your term.
5. Encourage classmates to join VBMA!



6. Assist the merchandise chair as needed by working merchandise shifts to support raising funds for VBMA.

7. Give the board at least 24 hour notice if you are not going to be attending a lecture/event.

### **Tips for Success**

1. Meet regularly and break up the workload. We're all in this together!

2. Brainstorm event ideas with the whole executive board as well as your advisors, this will help come up with new and exciting ideas for each semester!

3. Help make speakers feel welcome and appreciated. It always helps to maintain a great relationship with speakers, as we may contact them again in the future!



## SECTION 2:

### Chapter Bylaws and School Specific Rules

#### 1. Chapter By-Laws

- a. All chapters were required to submit by-laws for their chapter to be accepted into the National VBMA.
- b. If you do not have a copy of your chapters' by-laws, we suggest you contact your school to see if they have a copy on file (many schools require clubs to submit by-laws when they form).
- c. If you cannot get a copy of the by-laws from your chapter records or your school, please write a new by-laws document and include it in this manual. An example can be found on the National VBMA website – [www.vbma.biz](http://www.vbma.biz)
- d. The following should be included in all chapters' by laws:

*VBMA is committed to maintaining a fair and respectful environment conducive to our mission statement and our members' roles as veterinary students. To that end, VBMA prohibits any member, officer, including national, regional, and chapter officers, or advisor from harassing and/or discriminating against any other member of the VBMA because of that person's race, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, disabled status, military service or veteran status, height, weight, physical appearance, marital status, parental status, political affiliation, or veterinary study emphasis.*

*No person will be adversely affected as a result of bringing complaints to the VBMA national board. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including removal from the VBMA and national business certificate program. This policy is applicable to individual members, chapters, and the national organization.*

**COPY AND PASTE BY-LAWS HERE**



*The By-Laws of the*  
**Veterinary Business Management Association**  
**The Ohio State University**

*Article I- Name, Mission & Non-Discrimination Policy*

Section 1. The organization will be known as the Veterinary Business Management Association (VBMA) of the College of Veterinary Medicine at The Ohio State University.

Section 2. The mission of the VBMA is to accompany and enhance the veterinary curriculum by increasing student awareness and knowledge regarding the topics of business, finance, management, and related disciplines as they pertain to the practice of veterinary medicine.

Section 3. The VBMA and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or veteran status.

*Article II- Membership*

Section 1. Any individual affiliated with The Ohio State University may be a member, assuming they are in good standing with said university. However, only currently enrolled veterinary students may be voting members or officers. Those not enrolled as veterinary students are eligible to be affiliate members.

Section 2. A person is considered to be a member upon payment of dues for the current academic year.

Section 3. Dues for membership will be set annually by majority decision of the Executive Council prior to the beginning of Autumn quarter.

Section 4. A member may be removed from office by a two-thirds vote of the Executive Council. The member in question must be given fourteen days advance notice of the removal vote in order to submit a statement in their defense.

*Article III- Organization Leadership*

Section 1. The officer positions shall consist of President, Vice President, Director of Finance, Director of Marketing, Directing of BCP/Compliance (2), and Director of Fundraising.

Section 2. Officers will be elected or reelected via application and interview during Autumn Semester. An opportunity for nominations of candidates will be provided and announced prior to elections. To be elected, a candidate must submit an application, be interviewed by



a committee consisting of outgoing board members (3rd years or those who do not wish to be reelected), at least one alumni member, and at least one outside reviewer (Amanda Fark [advisor] will direct you to someone from her office). This committee will review application materials and use a Google form to provide feedback (comments and numerical values) on what the board is looking for in board members. Candidates are then offered an informal interview to discuss the role and answer additional interview questions. Using the feedback from the committee, applicants were selected for respective positions. The most senior outgoing board member or 3rd year board member will spearhead this committee. In the case that there are no outgoing members, the decision will be held by Amanda Fark's office and alumni.

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

Section 4. An officer may be removed from office for dereliction of duty by a two-thirds vote of the Executive Council. The officer in question must be given fourteen days advance notice of the removal vote in order to submit a statement in their defense.

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

1. President- To preside over all meetings of the VBMA and all meetings of the VBMA officers; to administer the VBMA program; to register the VBMA annually with the appropriate office of The Ohio State University; to represent the VBMA in an official capacity; to supervise and preside over the other board members.
2. Vice President- To preside in the absence of the President; to perform such other tasks as the President may assign; maintain correspondence with the general membership; coordinate ordering food for lunch lectures.
3. Director of BCP/Compliance: To prepare minutes of all VBMA meetings; to maintain a list of membership; to create and close meetings on myVBMA; to record attendance; to complete required national documents; to coordinate preparation and distribution of VBMA publications.
4. Treasurer- To receive and distribute VBMA funds; to keep an account of all monetary transactions; to secure grants and sponsorship.
5. Director of Marketing: To advertise events, meetings, and other official matter; to maintain social media accounts; to plan socials.
6. Director of Fundraising: To create fundraising opportunities; to order and distribute business cards; to create new merchandise each semester.





#### *Article IV- Other Positions*

Section 1. The President will appoint, with the consent of the majority of the officers, such project directors, committee chairpersons, committees and representatives as may contribute to the successful operation of the VBMA.

Section 2. The officers and project directors, chairpersons and representatives shall be known collectively as the Executive Council, 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 must be a full-time member of the University faculty or Administrative and Professional staff. If a person serving as an advisor is not a member of these classifications, a co-advisor must be chosen who is a member of these University classifications.

Section 2. The advisor's duties shall include assisting the organization, as the advisor sees fit, in development of vision, mission, programs and activities.

#### *Article VI- Meetings*

Section 1. Meetings and lectures shall be held for general members at least twice per quarter, excluding Summer. An announcement of all general meetings should be made sufficiently in advance in order to notify all constituents.

Section 2. Additional general meetings and meetings of the Executive Council will be determined and announced by the President.

#### *Article VII- Constitutional Amendments*

Section 1. All proposed amendments to the constitution must be made in writing. Amendments will be presented at the executive board meetings following proposal in order to give the the board time to consider the amendment. The amendment will be presented again at the subsequent Eboard meeting, at which time a vote from the Eboard will be taken.

Section 2. A proposed amendment will be accepted only if three-fourths of the Eboard 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 Executive Council.



Section 2. Upon dissolution of this organization, the Executive Council 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;
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 a non-profit organization that serves the needs of the veterinary profession in Ohio.



## 2. School-Specific Rules/Regulations

a. Please list any school-specific rules such as limitations on charging dues, accepting sponsorship money, or the number of events you are permitted to hold each year.

N/A

## 3. Advisor Information

<b>Name:</b>	Gena Grant - Primary Advisor Gabbie Durbin - Co-advisor
<b>Position:</b>	Assistant Director of Office of Professional Success (Ms. Grant) Education Program Coordinator (Ms. Durbin)
<b>School Mailing Address:</b>	1900 Coffey Rd, Columbus, OH 43210
<b>Email:</b>	<a href="mailto:grant.387@osu.edu">grant.387@osu.edu</a> <a href="mailto:durbin.183@osu.edu">durbin.183@osu.edu</a>
<b>School Phone Number:</b>	(614) 292-7227

## 4. School-Specific Contacts

a. ie-Graduate Student Events Coordinator, Dean of Students, Business Faculty, etc.

N/A



## SECTION 3:

### Financial Records

#### 1. Financial Report

- a. Please include a copy of the most recent financial report submitted to the NVBMA which can be helpful to the incoming officers when they have to fill out next year's financial records.
  - 2024 Financial Report located in Club Google Drive under the Finance Tab> Financial Report
  - [Finance](#) Report here
- b. Please include any receipts and financial records from the last quarter for new officers' reference. These documents are commonly organized in a treasurer's binder.
  - Please reference the Club Google Drive under the Finance Tab > Receipts > 2023-24

Filled by Director of Finance. See full treasurer binder.

#### 2. School Contact Information

- a. In order to receive National VBMA funding and proper communication, this must be a legitimate USPS address.

*\*\*Checks are sent directly to the school, NOT to individual officers at their home addresses.*

<b>School Name:</b>	The Ohio State University
<b>Attn: (if applicable)</b>	VBMA
<b>Address:</b>	1900 Coffey Rd.
<b>City:</b>	Columbus
<b>State:</b>	OH
<b>Zip:</b>	43210



### 3. VBMA Bank Account Information

<b>Banking Institution:</b>	Fifth Third Bank
<b>Routing Number:</b>	044002161
<b>Checking Account Number:</b>	7280221297
<b>Savings Account Number:</b>	9281867995

### 4. Accounting Procedures

a. If your chapter follows specific accounting procedures, please outline them here.

N/A

### 5. Chapter Financial Record Workbooks

a. Use the following tables to help keep track of your financial information throughout the year. This will make filling out the annual financial report much easier.

Filled by Director of Finance

On National drive and event reports online.

## SECTION 4:

### Speakers, Events and Sponsorship

Nationwide lectures - included annual stipends for new VBMA officers

