

# **The Bylaws of The Ohio State University College of Veterinary Medicine Class of 2027 Student Government**

## **Article I: Qualifications for Officers and Representatives**

All officers and representatives must be veterinary students in the Class of 2027. Each individual must be able to serve in office for the entire term of election or appointment.

## **Article II: Non-Discrimination Policy**

This organization and its members shall not discriminate against any individuals. This includes, but is not limited to, for reasons of age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

## **Article III: Elections and Terms of Office**

### **Section 1. First Year Elections**

- A. The second year Legislative Director will hold elections for the first-year class during the autumn semester with the assistance of the second-year class officers.
- B. Nominations for first year class officers shall occur in the first autumn semester, the exact day and week that it will occur will be up to the discretion of the Class of 2027 Student Government.
- C. First year elections will be held by the end of the first autumn semester and the exact day and week that it will occur will be up to the discretion of the Class of 2027 Student Government.
- D. One-half of the class must be present to vote.
  - 1. Regarding “presence to vote” or “in attendance to vote” and following instances: All voting can be done either in-person or electronically with approval from the president and legislative director.

2. One-half participation must be achieved to vote.

E. All single-position offices must be won by 50 percent of the total number of votes plus one vote. If no candidate obtains a majority of votes, a run-off election will be held between the two candidates who received the highest number of votes.

F. Offices with two or more positions to be filled shall be won by the corresponding number of candidates with the greatest number of votes. If there is a tie between candidates preventing a decision of election, a run-off will be conducted amongst the tied candidates for the remaining positions.

G. First year officers running during the autumn election will assume their responsibilities immediately, receiving pertinent information and assistance as needed by second year class officers.

## Section 2.

## Subsequent Year Elections

A. Class officer elections for subsequent academic years will be held during fall semester as they are needed to fill empty positions.

B. Students may nominate themselves or be nominated by other persons.

C. Nominations shall be in writing and must be placed on the official nomination ballot as designated by the class President.

1. Nominations may also be sent to the Student Government via electronic means such as email, Google Forms, etc. at the discretion of the class President.

D. If more than one person is running for a position, a primary election will be held to determine one candidate to run against the incumbent.

E. Elections shall be held one week after nominations begin.

F. The ballots and/or electronic vote will be counted by the President and Legislative Director unless running for office, in which case the assistance of another officer or an advisor may be necessary.

G. Candidates running for positions will be permitted a brief speech period to demonstrate why they would be best suited for the position.

H. Positions will be won by 50 percent of the total number of votes plus one vote. One-half of the class must be present to vote.

I. During all election periods after the first-year election, new officers will assume their positions immediately.

## **Article IV: Class Money**

### **Section 1.**

### **Class Dues**

A. Class dues will be collected in order to fund the following class activities that may include:

1. Fur Ball
2. Vets for Pets 5k
3. End of Semester/End of Year Parties
4. Senior Sendoff
5. Class Gift
6. Big Sib/Little Sib activities for first year class
7. Other events as designated by the Executive Board of the Student Government

B. Dues will be \$75 due to the Treasurer by a date set by the student government each academic year. Dues for all four academic years can be paid all at once, with a one-time payment of \$260. Effective March 7, 2024, going forward dues will be \$50 due to the Treasurer by a date set by the student government each academic year. Dues for all the remainder three academic years can be paid all at once, with a one-time payment of \$120.

C. The Treasurer and President have the ability to grant dues reduction opportunities to students for assisting with certain class events. These events will be designated and announced by the President as approved by the Executive Board.

D. Dues must be paid in full and the student must be in good standing with the class government to attend any class sponsored events.

1. Good standing entails that the student has paid dues in full up to the current year and has not had any offenses. Offenses are up to the discretion of the Class of 2027 Student Government.
2. If a student has not paid dues but wishes to attend an event, they must pay their dues in full prior to the event.
3. At the discretion of the President and Treasurer, the student may be granted the ability to only pay towards the event.

F. Dues for the Class of 2028 will be \$75 per year and will be collected by the Class of 2027 during the fall semester until the Class of 2028 Student Government and Treasurer has been established. Any dues collected by the Class of 2027 will be turned over to the Class of 2028 at the beginning of the new calendar year.

## Section 2.

### Spending

A. If the amount to be spent is more than \$200, the Student Government must approve the expense by a two-thirds vote, following voting procedures in Article VI, Section 4 of the Student Government's Constitution.

1. As an exception, the Creative Design and Fundraising Chairs can spend money on merchandise for the class, no matter the amount, with approval from only the Treasurer and President

B. A modified list of the money that was spent will be made available to the class in the meeting minutes.

1. Upon request, more detailed information may be made available.

C. Student Government must provide opportunities for the class to give input.fmis

## **Article V: Removal of Officers and Representatives**

### Section 1.

#### Removal of Officers

A. In order to remove an officer, a student must create a petition stating the reason for removal. Removal is to be used only in very extreme cases.

1. The individual who creates said petition must run for the position being petitioned for removal.
2. Others may also run for the position being petitioned for removal.

B. Two-thirds of the class must sign the petition for removal in order for the petition to be eligible for submission.

C. The petition must then be submitted to the Legislative Director, or the President if the officer to potentially be removed is the Legislative Director.

- D. The vote must occur no more than one week after the petition is submitted.
- E. The vote to remove the officer must be conducted as an in-class vote with the opportunity for the current officer to address the voting body.
  - 1. In the event an in-class vote is impossible, the voting may take place online given that the vote is held live.
- F. At least 90 percent of the class must be present to vote.
- G. The class must approve the removal of the officer by a two-thirds vote.
- H. If the officer is removed, a nomination form will be placed in the back of the auditorium for one week following their removal from office. The officer will not be allowed to again run for any position in Student Government.
  - 1. At the discretion of the President (or Legislative Director if the President is removed), nominations may be received by a specified electronic method (email, Google Forms, etc.).
- I. An election will be held in the same manner described in Article III Section 2 of these Bylaws.

## **Article VI: Vacancies**

### Section 1. Vacancy in an Office

- A. At any point, an officer may step down if he or she feels it necessary.
- B. If any officer steps down, a nomination form will be placed at the back of the auditorium within one week of their notification by the President and Legislative Director.
  - 1. If necessary, at the discretion of the class President and Legislative Director, the nominations may be submitted through a specified electronic method (email, Google Forms, etc.).
- C. The nomination form (electronic or paper) will remain open for one week.
- D. Then, an election will be held in the same manner as explained in Article III Section 2 of these Bylaws.

## **Article VII: Amendments**

Section 1. Any member of the Class of 2027 may propose an amendment to the Bylaws.

Section 2. An amendment to these Bylaws will be handled in the same manner as those to the Constitution, as explained in Article VII of the Constitution.

### **Article VIII: Ratification**

These Bylaws shall be ratified by a two-thirds vote of the voting members.

#### **Author**

Cael Keith, Legislative Director, Class of 2027  
Adapted from the OSU CVM Class of 2026 Bylaws

#### **Ratification**

Signatures:

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William Ogburn, Class of 2027 President

A handwritten signature in black ink, appearing to read "Cael Keith", written over a horizontal line.

Cael Keith, Class of 2027 Legislative Director



# **The Constitution of The Ohio State University College of Veterinary Medicine Class of 2027 Student Government**

## **Article I: Preamble**

We the students of The Ohio State University College of Veterinary Medicine Class of 2027, in order to provide a united student voice, advocate for student concerns, ensure safety, and improve the academic experience, do hereby endorse and establish this Constitution for the Class of 2027 Student Government.

## **Article II: Mission**

The mission of the Class of 2027 Student Government is to act as the chief advocate for the students of the Class of 2027, to improve the quality of the experience, and to affect positive change through encouraging involvement and communication with the students, administration, and faculty.

## **Article III: Non-Discrimination Policy**

This organization and its members shall not discriminate against any individuals. This includes, but is not limited to, for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status.

## **Article IV: Structure of Class of 2027 Student Government**

Class of 2027 Student Government will be composed of an Executive Board including fourteen voting members: President, Vice-presidents (2), Treasurer, Secretary, Legislative Director, Historian, Fundraising and Merchandise Chairs (2), Creative Design Chair, Diversity & Inclusion Chairs (2), Wellness Committee (2), 4 Student Council Representatives.

## **Article V: Members of Student Government**



## Section 1.

### Purpose

The purpose of Student Government is to ensure the development of a positive community by allowing all student concerns to be heard and that the best interests of the Class of 2027 will always be a top priority.

## Section 2.

### Duties of Members of Executive Board

#### A. President

1. Represent OSU CVM Class of 2027 student concerns, needs, and desires to the CVM students, administration, faculty, and community. Additional responsibilities include required training through Student Activities in the Office of Student Life to be able to maintain active registration status and gain access to student organization resources.
2. Make themselves available to hear individual student concerns and appropriately address those concerns.
3. Call Student Government meetings and determine the agenda for meetings.
4. Oversee committees created within Student Government.
5. Serve as a non-voting member to the Board of Trustees and attend all Board meetings.
6. Work with professors to plan review sessions.
7. Schedule a Fireside Chat each semester to provide students an opportunity to voice any concerns in a relaxed setting.
8. Assist the treasurer with maintenance of the bank account.
9. Support executive board members as needed.

#### B. Vice Presidents (2)

1. These positions are responsible for planning, organizing, and executing social and/or fund-raising events for the class. These events may include, but are not limited to:
  - a. 1<sup>st</sup> year: Joint planning of Furball with the class above.

b. 2<sup>nd</sup> year: Set up the Big Sib program, arrange a picnic and ice cream social event for the first years during orientation, plan the End of the First Exam Party for the first years, plan Fur Ball.

c. 3<sup>rd</sup> year: Vets for Pets 5k during Autumn Semester.

d. 4<sup>th</sup> year: Senior Sendoff

2. The type and number of social events planned throughout the year are under the discretion of the Vice Presidents. Past activities have included: Professional Development events, End of the Semester Happy Hours, Intramural Sports, Valentine's Day Valentine Sale, Jeopardy Reviews, Karaoke Nights, End of the Year Party, and Spirit Days during finals week.

3. The Vice Presidents are responsible for supportive duties for the President and other members of the executive board.

4. Fill the role of the President (at the President's discretion), with support from other executive board members, when the President is otherwise not able to perform their duties.

#### C. Treasurer

1. Responsibilities include required training through Student Activities in the Office of Student Life to be able to maintain active registration status and gain access to student organization resources.

2. Obtain an Employer Identification Number from the IRS.

3. Open and maintain a class checking/savings account and a debit card.

4. Keep track of all class expenses and reimburse classmates for approved class functions/events.

5. File federal and state taxes annually.

6. Collect class dues at the beginning of each school year.

7. Collect class dues from the incoming first year class during autumn semester of the class's second year until their government has been established.

8. Assist the fundraising chair/committee as necessary throughout the year.

9. Is responsible for any debts that the class organization may acquire

10. Assist all executive board members as needed.

#### D. Secretary

1. Update the schedule at the front of the classroom with exam dates and irregular events.

2. Take minutes at Student Government meetings.
3. Record attendance of members of the Government at each formal meeting and properly document absences.
4. Track attendance and points at class sponsored events and/or sales. Make the records available to the student body and provide to the Treasurer.
5. Count ballots at Student Government votes.
6. Assist all executive board members as needed.

#### E. Legislative Director

1. Receive any recommendations on amendments each year.
2. Advise Student Government on procedural issues during meetings.
3. During the first-year, modify Constitution and Bylaws and direct ratification processes.
4. May establish and oversee a Constitution Committee.
5. Conduct and oversee class vote procedures.
6. Run elections for the 1<sup>st</sup> year class in the fall semester.
7. Assist all executive board members as needed.

#### F. Historian

1. Record all events and activities of the class.
2. Create a yearbook and photo presentation for Senior Sendoff.
3. Take photos and videos at events.
4. Organize the class's Time Capsule, website, and any other historic documentation required by the President.
5. Assist executive board members as needed.

#### G. Fundraising and Merchandise Chairs (2)

1. Store the class's merchandise.
2. Organize volunteers for scheduled sales and fundraising events.
3. May establish a committee and call committee meetings.
4. Take care of ordering, picking up, and tagging all merchandise for sales.
5. During second year, contact the first-year class to inform them about fundraising events and help them establish their fundraising committee.

6. Negotiate optional sale of leftover merchandise to the first-year class government at cost value during fourth year, as agreed upon by both class governments.
7. Work closely with the treasurer to assess funding needs.
8. Assist executive board members as needed.

#### H. Creative Design Chair

1. Design the class ring and organize its sale between ring manufacturers and members of the Class of 2027.
2. Create designs for class logos and merchandise.
3. Work closely with the Fundraising & Merchandise chairs.
4. Assist executive board members as needed.

#### I. Diversity and Inclusion Chairs

1. Plan events to support development of a community of inclusion
2. Represent the perspective of professional students
3. Provide communication to the class regarding the activities of the Diversity Committee

#### J. Wellness Committee

1. Promote wellness throughout the Class of 2027.
2. Communicate with Student Government and appropriate administration on the class's well-being.
3. Plan wellness activities for the class at various points during the year.
4. Furnish decorations and other various items for the classroom that enhances wellness.
5. Help the class of 2028 with wellness activities until a wellness committee has been established for their class.
6. Assist executive board members as needed.

#### K. Faculty Advisor (1)

1. To be elected by the class during the 1<sup>st</sup> year spring semester.
2. Support and advise members of the Student Government.

Section 3. Additional Duties for All Members of Student Government  
These duties shall be carried out by all Student Government Members.

- A. Determine and uphold the Constitution of the Student Government.
- B. Maintain, prepare, and pass on any materials pertinent to the office to newly elected or appointed officers of the Class of 2028.
- C. Train and mentor newly elected or appointed officers of the Class of 2028.

## **Article VI: Meetings**

Section 1. Meeting Schedule

- A. The Executive Board will meet at least once per academic month.
- B. General Board meetings will be open to the OSU CVM community and announced one week ahead of time. The President must be notified at least three days prior to the meeting to attend.
- C. The President will produce the agenda for each meeting; matters may be added to the agenda at the discretion of the President by contacting them at least 24 hours before the meeting.
- D. The secretary will send out modified minutes to the student body within one week of the meeting.
- E. The President may call additional meetings of the Executive Board as needed but must inform fellow officers five days in-advance.
  - a. These meetings are not required to be announced to the student body and may be closed meetings at the discretion of the President.

Section 2. Attendance

- A. Every Executive Board member of the Student Government is required to attend meetings.
- B. Student Government Representatives may be required to attend meetings upon the President's request.

- C. If a Student Government member cannot attend, they must contact the President prior to the meeting.
- D. Voting can only be held if two-thirds of members are in attendance.
- E. Absences may be excused by the President prior to the meeting and reported to the Secretary. Unexcused absences of voting members shall follow these guidelines:
  - 1. At the first infraction, the member is to receive a written warning from the President.
  - 2. At the second infraction, the member shall be required to discuss their actions with the President and Advisor.
  - 3. Further infractions may result in loss of voting permissions, or the possibility of removal from office.

### Section 3.

### Meeting Procedures

- A. Meetings shall begin when the President calls them to order.
- B. Following the call to order, roll call of members present will be done followed by a summarized reading of the previous meeting minutes.
- C. The President will preside over the meeting and determine what is to be discussed as according to the agenda.
- D. During general meetings, each Executive Board officer will be given a chance to speak on issues regarding their office and duties.
- E. The order for each meeting will be: President, Vice Presidents, Treasurer, Secretary, Legislative Director, Historian, Fundraising and Merchandise Chairs, Diversity and Inclusion Chairs, Creative Design Chair, and Wellness Committee.
- F. Following officer presentations there will be a special report of important business.
- G. After important business, unfinished business and new business will be presented.
- H. If necessary, the Legislative Director may call order to meetings and all parties must cease talking and defer back to the President.
- I. At the closer of each meeting there will be general announcements just prior to adjournment.
- J. Meetings will be governed by Robert's Rules of Order and will follow proper parliamentary procedures.

#### Section 4.

#### Executive Board Votes

- A. If a vote is to be held during a meeting, a notice regarding the matter must be sent in writing at least 24 hours prior to the vote, detailing why and what the vote entails.
- B. A voting officer may motion a vote during a meeting that was not mentioned in advance, by approval of the President.
- C. If a vote is held, it may be held on an electronic platform, as approved by the President.
- D. The vote must be won by two-thirds of the executive board to pass (eight of twelve members). The vote may only be held if two-thirds of the executive board are present.
- E. The secretary is responsible for tallying votes.
- F. The voting body of the Student Government is composed of an Executive Board including twelve voting members: President, two Vice-Presidents, Treasurer, Secretary, Legislative Director, Historian, two Fundraising and Merchandise Chairs, Creative Design Chair, and two Diversity Committee Chairs.

#### **Article VII: Amendments**

Section 1. Any member of the student government may request an amendment to this Constitution.

Section 2. Proposed amendments to this Constitution must be submitted in writing or in email to the Legislative Director by the 6<sup>th</sup> week of each semester.

Section 3. The Legislative Director will have one week to review the proposed amendments for validity and consistency with this Constitution and the accompanying Bylaws. The Legislative Director shall not be empowered to change the proposed amendment's intent, but they may make suggestions for revision to

the author if the proposed amendment is found to be inconsistent with this Constitution and the accompanying Bylaws.

Section 4. At least two-thirds of the student government must be present to vote on a proposed amendment. In order for the amendment to pass, it must be approved by two-thirds of the persons voting.

### **Article VIII: Ratification**

This Constitution shall be ratified by a two-thirds vote of the student government. The Constitution must be passed by two-thirds of the persons voting to be ratified.


### **Authors**

Cael Keith, Legislative Director, Class of 2027

Adapted from the OSU CVM Class of 2026 Constitution

### **Ratification**

Signatures:



William Ogburn, Class of 2027 President



Cael Keith, Class of 2027 Legislative Director