

Last Revised May 2024 (Audra Adams,  
President-Elect)

## **The Ohio State University Chapter of the Student American Veterinary Medical Association Constitution and Bylaws**

The Executive Committee and Board of the Ohio State University Chapter of the Student American Veterinary Medical Association (Chapter) is responsible for guiding and directing the policy and activities of the Chapter in the best interest of the student members it serves. The Chapter Executive Committee and Board have the authority to make and adopt resolutions; and to amend the Bylaws of the Chapter.

### ***Article I— Name, Purpose, and Non-Discrimination Policy***

**Section 1–Name:** Student American Veterinary Medical Association Chapter of the The Ohio State University

**Section 2–Purpose:** To enrich the lives of veterinary medical students by advocating educational and social initiatives while cultivating professional camaraderie and collaboration. To foster an environment through which the fruition of an engaged, informed and involved constituency is realized and empowered through the exploitation of broad, university-level outreach and interdisciplinary collaboration

**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. Reports of discriminatory or derogatory behavior of a SAVMA member during SAVMA related or sponsored events or activities may result in disciplinary hearing, OSU honor code report filed, and action from the SAVMA Executive Board and/or removal from the OSU SAVMA organization.

**Section 4– Sexual Misconduct Statement:** As a student organization at The Ohio State University, SAVMA 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](mailto:titleIX@osu.edu)

### ***Article II— Membership: Qualifications and Categories***

**Section 1– Qualifications:** Members who pay their dues for all 4 years as a veterinary student and fulfill the following requirements shall retain membership in good standing:

*II.a. As a first-year veterinary student, obtain one (1) “Brutus Point.” The requirements*

*for earning a “Brutus Point” are to be determined by the committee chair(s) of each committee. All decisions concerning the eligibility of a member’s actions toward earning their committee point are at the discretion of the chairperson(s) of the given committee along with the points committee chairs.*

*II.b. Obtain a minimum total of ten (10) points prior to graduating to remain in good standing. The “Brutus Point,” required to be obtained during the first year of membership counts as one point towards the required ten.*

*II.c. In case of extenuating circumstances (such as a state of emergency, pandemic, natural disaster, online education, and other status deemed appropriate) where students cannot participate in person or programming is otherwise reduced, the executive board may alter committee and points requirements to be considered in good standing for all years. This status will be voted upon by the executive board and will be implemented for the remainder of the school year or other designated time frame following approval. The new requirements will be communicated to members via email by the Secretary.*

Only members in good standing will be allowed to apply for Professional Development funds. First years must acquire 2+ points per semester to be considered a member in good standing.

Only members in good standing are eligible for student professional liability coverage through the AVMA Professional Liability Insurance Trust (PLIT) and other products from AVMA LIFE. Members who maintain active membership during all four years of school will be eligible for automatic, free initial membership in the AVMA upon graduation and all other benefits therein associated with membership in the AVMA. It is the responsibility of the executive board and committees to provide as many point opportunities as possible. If a student is unable to reach the required number of points per year, it is the responsibility of the delegates and SAVMA representatives points committee to email the student about the missing points before April and provide opportunities to receive those points. The president-elect will also email students at the beginning of the academic year missing SAVMA points with opportunities to receive missing committee points by assisting with a SAVMA Case Lecture Series or other event. Should the student in question obtain the missing points from the previous year in addition to the points required for the current year, the student will regain his/her good standing with the organization.

Honorary membership may be bestowed upon any person, with the exception of undergraduate or veterinary students, by a two-thirds vote of members present at a Chapter meeting. The honorary membership is for life, and does not involve any financial responsibilities or voting privileges.

Should a student not receive their required “Brutus Point,” in their first year due to extenuating circumstances, they may contact the Points Committee Chairs to establish accommodations.

Should the necessity arise for a student to repeat a year, his/her points shall not carry over from the previous year to the current year.

If good standing questions arise for a second or third year running for an Executive board position, a review of the student's participation at past SAVMA events will determine if the student may run. If the student did not attend a SAVMA event in the previous semester, they are deemed ineligible to run.

**Section 2– Dues:** The dues for membership shall be set by the Executive Committee. Dues may be paid retroactively and members are eligible to make up the points under Article 10, Section 2 of this document.

**Section 3– Point Allocation:** Offices must be held (not elected) in the fall of the current year to receive points. Only one officer point may be granted for an individual per year. Points will be awarded as follows:

- One (1) point: Holding Chapter Executive Office (President, Secretary, Treasurer, Treasurer-Elect, SAVMA Senior Delegate, SAVMA Junior Delegate, IT Director, Marketing Social Media Director, Programming and Events Director, Programming and Events Director-Elect)
- One (1) point: Serving as chairperson or co-chairperson of an approved SAVMA committee
- One (1) point: Serving as Chapter President-Elect/Treasurer-Elect
  
- One (1) point: Serving as a class executive officer: President, Secretary, Treasurer
- One (1) point: Paying annual dues on time.
- One (1) point: Holding an executive position (President, Vice President, Secretary, or Treasurer) of any officially recognized school club or organization, including fraternities. (A list of all clubs and organization officers is kept by the Office of Professional Programs and updated each year. Eligible clubs can be added or removed with a simple majority vote of the Executive Committee.)
- One (1) point: attendance at designated Chapter lectures, wet labs, Skills Soirees, or other Chapter-sanctioned events
- One (1) point for volunteering for or donating at a College of Veterinary Medicine blood or for volunteering for or registering at a bone marrow donor registration drive. Student representatives for companies (for example, student representatives) will not be awarded points for holding these positions due to the fact that these positions are compensated monetarily.

Officer points will only be awarded to students who have also attended at least one (1) SAVMA event within the past year.

Other point opportunities will be available at the discretion of the President. The event organizer shall confirm event point eligibility with the President at least one week prior to the event. Eligible events include, but are not limited to, those serving the Chapter, the national organization, the College, or the community.

**Section 4– Point Appeal:** Appealing points earned but not documented should be conducted electronically either through a survey or the official Points Committee email. This procedure may be modified by a simple majority vote of the Executive Committee. Any changes will go into effect at the beginning of the following semester.

***Article III— Methods of Removing Members and Executive Officers:***

*III.a. A member is subject to removal from the organization at the discretion of the executive board if the individual participates in gross misconduct against other individuals, the university or the club. The Executive Board must meet to discuss the discretion and the majority of Executive Board members must vote for removal or means of restitution. The executive board must discuss this issue with the SAVMA faculty advisors and the SAVMA membership directors at the AVMA (Program Coordinator of Membership and Field Services, and Student AVMA Advisor). A SAVMA Faculty advisor must be present for any meeting that takes place to discuss member removal.*

*III.b. Any officer may be removed from office for any cause found to be significant by a two-thirds vote of members present at a meeting as described below.*

*III.c. Any Chapter member may move that an officer be removed from office. He/She must attend a Board meeting and state in a motion the officer's name and the specific reason he/she wishes the officer be removed from office. The motion must be seconded, but it may not be discussed further at the meeting. At the following Board meeting proponents of the motion may speak first. Opponents of the motion may speak next. When discussion is concluded, a vote shall be taken of members present. A motion for a secret ballot shall be considered in order and shall require a majority vote for passage. Members of the Executive Committee, excluding the officer in question, shall supervise the voting. A majority of the current Chapter membership shall be required to vote affirmative to pass the motion. Voting must take place within two weeks of the motion being proposed. The results, including the numerical count, shall be announced by the Secretary unless he/she is the officer in question, in which case the President shall announce the results. No further discussion of the matter shall be considered in order. If the motion is carried, the person shall no longer hold office, but he/she shall retain all rights and privileges of membership.*

***Article IV— Executive Committee***

**Section 1– President:** The President shall be the chief executive officer of the Chapter. He/She shall preside at the meetings of the Chapter, the Board, and the Executive Committee; appoint regular and special committees; and conduct a vote to fill vacancies arising in them. He/She shall schedule bimonthly (twice a month) Executive Committee and monthly Board meetings; whereas all Chapter members are invited to attend Board but not Executive Committee meetings. He/She shall vote in all elections only in the case of a tie. Furthermore, he/she shall attend Chapter President's meetings at SAVMA Symposium in March and AVMA Convention in July. Every spring, the president shall register the chapter as a student organization with the Student Union while also completing the president's training. The President's term of office shall be one

year commencing on the first day of classes in the spring of his/her second year and concluding on the first day of classes in the spring of his/her third year. The president shall act as liaison between the Chapter Executive Board and the program coordinator of the AVMA. This includes distributing updated membership lists to points chairs, secretary. The President is a voting member of the Executive Committee. In the spring, he/she is charged with holding elections for the following year's Executive Committee. Every spring, the Treasurer shall complete the president's Student Organization Treasurer's Training with the Student Union.

**Section 2– President-Elect:** The President-Elect shall assist the President and learn the workings of the Chapter. The President-Elect shall attend meetings of the Chapter, Board and Executive Committee. If so directed by the President, the President-Elect may serve as a proxy for the President at meetings or functions in the President's absence. Each semester, the president-elect coordinates the assistance of second and third-year students who need a committee point. In the spring, he/she is charged with holding elections for the following year's Executive Committee. He/she shall attend Chapter President's meetings at SAVMA Symposium and AVMA Convention with the President. He/She is in charge of ensuring committees have ample volunteer opportunities for first-years to collect their Brutus points via communication with the committee chairs themselves, or getting updates from executive board/committee chair liaisons. He/she must be a member of the first-year class upon election and the term of office shall be for one year. The President-Elect's term of office shall be one year commencing on the first day of classes in the spring of his/her first year and concluding of the first day of classes in the spring of his/her second year, after which he/she becomes President. He/She is a voting member of the Executive Committee.

**Section 3– Secretary:** The Secretary shall attend meetings of the Executive Committee and Board and record the minutes of each meeting. The Secretary shall forward the Executive Committee meeting minutes to the Executive Committee and the Board meeting minutes to the Chapter ListServ and Information Technology Committee Chair for publication on the and CVM Community. He/She shall report to the Chapter at each Board meeting concerning the business of the previous meeting. He/She shall be responsible for all official correspondence of the Chapter, specifically timely announcements of Chapter lecture meetings, primarily via email to the classes' list-servs. He/She is responsible for maintaining the [ohiostatesavma@gmail.com](mailto:ohiostatesavma@gmail.com) email and maintaining the Commitments and Professionalism (CP) List along with the Points Committee. He/She shall also be responsible for the design of and updates to the Chapter bulletin board. The Secretary's term of office shall be one year. He/She is a voting member of the Executive Committee. He/she will act as Parliamentarian during the term of Secretary and shall be required to review and advise the executive board on the current by-laws.

**Section 4– Treasurer:** The financial affairs of the Chapter shall be the responsibility of the treasurer. He/She shall receive, hold and dispense funds as directed by the Executive Committee, and shall report on all transactions at each meeting. The Treasurer shall attend meetings of the Chapter, Board and Executive Committee. He/She shall also be responsible for the deposit all checks within one week of receiving them. The treasurer is responsible for filing taxes with IRS. Every spring, the Treasurer shall complete the treasurer's Student Organization Treasurer's Training with the Student Union. The Treasurer's term of office shall be one year commencing

on the first day of SAVMA symposium of his/her second year and concluding on the first day of classes after spring break his/her third year. He/She is a voting member of the Executive Committee.

**Section 5– Treasurer-Elect:** The Treasurer-Elect shall assist the Treasurer and learn the workings of the Chapter. The Treasurer-Elect shall attend meetings of the Chapter, Board and Executive Committee. If so directed by the Treasurer, the Treasurer-Elect may serve as a proxy for the Treasurer at meetings or functions in the Treasurer’s absence. He/she must be a member of the first year class upon election and the term of office shall be for one year. He/She will oversee organization of the Hill’s sales. This includes assigning organizations to assist in distribution to the student body. The Treasurer's term of office shall be one year commencing on the first day of SAVMA symposium of his/her first year and concluding on the first day of classes after spring break his/her second year, after which he/she becomes Treasurer. He/She is a voting member of the Executive Committee.

**Section 6– SAVMA Delegates:** One delegate shall be selected each year by December 15th to represent the Chapter in the SAVMA House of Delegates meetings. Each delegate will serve for two years as liaison between SAVMA and the Chapter. The SAVMA Delegates shall attend meetings of the Chapter, Board and Executive Committee. The delegate in his/her first year of office shall be the Junior Delegate, and the delegate in his/her second year of office shall be the Senior Delegate. The Junior Delegate shall assume his/her position at the time of appointment, as the past Junior Delegate will transition to assume the role of Senior Delegate. The Junior and Senior delegate must attend all SAVMA House of Delegate meetings, specifically those at the AVMA Convention and SAVMA Symposium. Further, it is the responsibility of the delegates to poll the chapter for viewpoints on National SAVMA business items, including, but not limited to where students want SAVMA Symposium to be and share the monthly SAVMA News. Lastly, the Delegates are responsible for obtaining 80% of student membership in the CVM community to ensure a vote in the House of Delegates.

**Section 7– Programming and Events Director:** The responsibilities of the Programming and Events Director include creating and hosting events that foster learning opportunities outside of the classroom. The events the programming and events directors host do not include social events, as that should be delegated to the Social Committee. Their role is also to support the President elect in hosting wet labs and the Case Lecture Series as well as coordinate lunch and dinner lecture collaborations with other clubs. This is a two-year position supported by a Programming and Events Director-Elect.

**Section 9– Marketing & Social Media Director:** The Marketing and Social Media Director is in charge of running the Instagram, Planoly, and Canva accounts. This individual is tasked with making posters for E-board and Committee events, delegating scholarship opportunities, “Funding Friday” and “Scholarship Sundays” Instagram and Facebook posts, and collecting photos and opportunities of students participating in SAVMA-related events. It is recommended that the Marketing and Social Media Director follow SAVMA National and IVSA Facebook and Instagram pages to repost their posts, including ‘Money Matters Mondays’ from the National SAVMA Instagram & Facebook. It is also the responsibility of the chair to reach out to

committees to see what events they are hosting and what they would like us to publicize.

**Section 10– Faculty Advisors:** The Faculty Advisors shall serve as advisors to the Chapter and liaisons between the Chapter and the Veterinary Medical Faculty. When available, one of the two Faculty Advisors shall attend all lecture meetings of the Chapter, as well as Board and Executive Committee meetings. One Faculty Advisor shall complete the faculty advisor Student Organization Advisor training with the Student Union every three years. Faculty Advisors shall be members of the faculty of The Ohio State University College of Veterinary Medicine and shall also be voting or affiliate members of the AVMA. The two Faculty Advisors shall be selected by the Executive Committee. Each year, it is the role of the president to reach out to the faculty advisors to see if they are still willing to serve. Advisors have five-year terms.

**Section 11– Standard Operating Procedures:** At the conclusion of their term of office, the President, Secretary, Treasurer, IT Officer, Delegates, Programming and Events Coordinator, Marketing & Social Media Director, and Committee Chairs shall update SOP documents concerning their activities on behalf of the Chapter during the previous year and duties not outlined in the bylaws. These reports shall be submitted to the newly-elected officers by the second Monday after spring break.

#### **Article V— Election of Executive Board**

**Section 1– Nominations:** Only Chapter members in good standing (see Article II, Section 1) are eligible to run for office. Elections for Delegate and President elect will be accepted at the beginning of October and elections for all other executive board positions will happen in January. Nominations will close upon the nomination deadline dictated by the SAVMA executive board for that election, unless there are no nominees for a given office.

*V.a. Only members of the first-year class may be nominated for President-Elect, Treasurer-Elect, and Programming and Events Coordinator-elect. Members of the first or second-year classes may be nominated for Secretary, Marketing & Social Media, and IT Officer. The Executive Committee shall rule on the eligibility of all nominees if questions arise.*

*V.b. Nominated candidates will be reviewed primarily by the President and President elect, then secondarily by the Executive Board to ensure they follow the criteria below. Discussions to ensure they follow the criteria will be conducted with the majority of the executive board. Individuals who are currently on the executive board and are running for another position must not participate in their review.*

- *The candidate may not hold a leadership position that makes them ineligible for the position they are running for. This includes students who are President or Vice President of their class may not be eligible to run for the SAVMA President, and SAVMA Delegate position.*
- *The candidate must be in good standing with SAVMA or has attended at least one event in the past semester and is working towards being a member in good standing with the SAVMA chapter*
- *Students must have emailed the individual who currently has the position before*

*submission of their application to learn about the position and ensure they understand the time commitment and responsibilities associated with the position. This requirement is also necessary for current executive board members. If a current executive board member is running for reelection for the same position, the student must email the SAVMA President elect.*

**Section 2– Interviews:** Candidates that meet the above criteria will be asked to interview with the President, President-elect, Junior Delegate, Senior Delegate, and the individuals filling the role the candidate is running for. This interview will be no more than 20 minutes and will be informal. The goal of the interview is to ensure candidates exhibit initiative, are organized, and are team players. Individuals who do not schedule an interview or attend their interview immediately forfeit their right to run for the position. After all interviews are conducted, the committee will review the applications and select up to three individuals to be placed on the ballot.

**Section 3– Election of Officers:** The election of all officers must take place in the Fall semester for President-Elect and Junior Delegate, and in the Spring for all other positions. Voting shall be by online voting. A majority of votes cast shall determine the winner of a given election for a specific office. Any member of the Chapter Board who is a candidate for office shall not participate in the administration or counting of ballots for that election (i.e. if the Secretary is running for office, then the duties of administering the election and counting ballots may be passed to any other members of the Executive Committee).

All Executive Board officers are bound to maintain a level of secrecy of the results throughout an election. No officer should provide any information to anyone outside of the Executive board regarding the progress of an election of a candidate until voting has been published to the rest of the chapter.

If the President-Elect, Vice President, Secretary, or Treasurer-Elect, or Junior Delegate is unable or unwilling to carry out the duties of his/her office, a successor may be appointed by the President with the approval of two-thirds of the remaining Executive Committee members. If the Treasurer or Senior SAVMA Delegate is removed from office, the Treasurer-Elect or Junior SAVMA Delegate will assume the open office and a successor may be chosen according to the respective process of each office (see above).

**Section 4– Junior Delegate Selection:** The Junior Delegate position is only open to students that are in the first-year class at the time that elections are held. Nominees must have paid dues before declaring their candidacy for the position. The Junior Delegate will be elected by the entire student body prior to December 15th. The election will be done via an online survey with information about the candidates including, but not limited to, a biography and platform. Information about the Delegate position will also be provided

**Section 5– Announcement of Election Results:** When all ballots have been counted and the results determined, the Secretary shall announce the winner for each office via email for their

respective elections, and the social media and marketing director will announce on all social media platforms.

If there are no objections from members of the Executive Committee, the results announced are final. If there is an objection, a majority vote of the Executive Committee shall be required to settle any questions. Runoffs elections may settle any tied election results.

**Section 6– Term of Office:** The term of office of the new officers shall begin with the first day of classes after SAVMA Symposium and end on the first day of classes after SAVMA Symposium the following year. The delegate’s term starts January 1st after their election (of first year) and will end December 31st of their third year. Newly elected officers are required to attend any Executive Committee and Chapter meetings before their term has begun to facilitate the transition between incoming and outgoing officers. They are also eligible to assist in any of the events hosted by the executive board.

**Section 7– Special Elections:** A special election may be held at any Chapter meeting should the need arise. The date of this election must be approved by a unanimous vote of the Executive Committee. The Chapter membership must be notified of the date and the positions up for election at least two weeks prior to the special election. See Article 6 for replacement of officers.

#### *Article V— Committee Chairs*

**Section 1– Roles and Responsibilities:** Committee Chairs must be selected by current Committee Chairs before the end of their term and approved by the Executive Board. Committee Chairs shall serve a 1-year term, though reappointment to a second term is acceptable, with Executive Board approval. Committee Chairs must be dues-paying members to hold their position. If desired, a committee may appoint a second chairperson, though no more than two (with the exception of the Well-being Committee, which will be a Committee of 6 - 2 chairs from each class\*) Co-Chairs may serve at a given time. Committee Chairs may only hold the Chair position of one Committee at a time, and may not concurrently hold a position on the Executive Board, though exceptions may be made based on Executive Board approval. Their committee members shall be appointed each fall semester following the First Year’s Committee selections. The following committees must select a Chair to represent them by the end of February each year. Outgoing Committee Chairs must accompany new Committee Chairs to one (1) board meeting and be fully transitioned before SAVMA Symposium in March.

Committee chairs are responsible for emailing the secretary events they would like added to SAVMA emails and for assigning a committee member to take pictures at their events and sending those photos to the IT officer.

V.a. Community Outreach Committee Chair(s): The Community Outreach Chair(s) shall serve as coordinator for all Chapter Community Outreach activities including, but not limited to, Ohio SPCA (“Goat Days”), Stratford Ecological Center (“Sheep Days”), Steps for Sarcoma, Relay for Life, and Pink Week. He/She may select Coordinators for any or all of these activities.

V.b. SAVMA Symposium Fundraising Committee Chair(s): The SAVMA Symposium

Committee Chair(s) shall coordinate with the Treasurer and President to formally recognize past and current donors to the Chapter. He/She/They shall also coordinate solicitation of future donations to the Chapter's Symposium fund. The Symposium Committee Chair(s) shall encourage student interest in attending SAVMA Symposium. The Symposium Committee Chair(s) shall coordinate transportation and accommodation at Symposium for all those students interested. He/She/They shall also assemble teams for the academic and athletic competitions for the Symposium.

V.c. Merchandise Committee Chair(s): The Merchandise Committee Chair shall be responsible for inventory of all Chapter merchandise and reorder as needed. He/She shall coordinate student volunteers for merchandise sales (including, but not limited to, the Alumni, Orientation, Holiday, OVMA, and Open House Merchandise sales) and keep records of all income to be turned over to the Treasurer.

V.d. Points Committee Chair: The Points Committee Chair will be responsible for gathering the lists of names of students who attend Chapter lectures, participate in Chapter events, serve on Chapter committees and maintain the central Chapter points email, ohiostatesavmapoints@gmail.com. The chair shall track each member's earned Chapter points on the appropriate Google Document. This list will be used to maintain the annual points records for Professional Development Fund eligibility and to prepare the list of fourth-year students who are considered "active" Chapter members eligible for Professional Liability Insurance, free AVMA membership, and for any other benefits upon graduation. Points Committee Chairs will also be responsible for updating the Commitments and Professionalism List and note points from all participating clubs for those violating CP list attendance guidelines.

V.e. Social Committee Chair(s): The Social Committee Chair will be responsible for organizing and running social events, new and previously established (including, but not limited to, the Fall Finals Party and the Winter Talent Show) for the purpose of fostering school spirit and camaraderie among students, faculty, and their families. Social chairs are required to host a minimum of three events throughout the year.

V.f. IVSA Representative(s): The student(s), preferably one second-year student and one third-year student, shall represent the Chapter in the International Veterinary Students' Association (IVSA). One will hold the title of President and the other will hold the position of Vice President. The President shall keep the Chapter informed of international events and experiences and promote exchange opportunities for students; in doing so he/she shall create a committee of interested student members. The committee members and chairs shall assist the Department of Preventive Medicine in facilitating travel of international students whenever possible, including but not limited to airport transportation, toiletry kits, and providing a resource to assist them in finding local housing. The President may be invited to serve on the College of Veterinary Medicine Global Health Interest Group. The President shall also serve as the primary liaison between the Chapter and the Student AVMA International Veterinary Experience Committee (IVEC) and/or the SAVMA International Exchange Officer (IEO). The

President shall introduce students to international culture and One Health concepts through lectures and events. The Vice President will assist the President in these duties and will be in-charge of organizing the International Potluck each semester. In addition the President and Vice President will be responsible for the Ohio State IVSA Chapter International Travel Scholarship Application. The President and Vice President's term of office shall be at least one year, reappointment to a second term is recommended. When taking the role of President, the individual agrees to serve as the Post-Presidency Advisor for a one year term unless no one agrees to take the role of President. In this case the current President can remain the President and the Post-Presidency Advisor position will not be filled.

V.g. Wellbeing: The Well-being Committee Chairs will be responsible for organizing and running well-being-associated events, new and previously established (including, but not limited to, #VetMedUnited, yoga) for the purpose of fostering school wellness and awareness among students, faculty, and their families.

V.h. Buckeyes 4 Greyhounds and K9s: The Buckeyes 4 Greyhounds and K9s committee serves to educate students, staff, and faculty of the Ohio State University College of Veterinary Medicine about the unique greyhound patient and the challenges facing the breed. They additionally work to treat, foster, and then adopt injured greyhounds pulled off the racing tracks. They will be responsible for planning, organizing, and running events and fundraisers for the 4 Legs 4 Hounds program.

V.i. Veterinarians for One Inclusive Community for Empowerment (VOICE): The VOICE committee serves as the OSU presence of the National VOICE organization. VOICE is a student-run organization that seeks to increase awareness, respect, and sensitivity to differences among all individuals and communities in the field of veterinary medicine. They will work on activities and programs focusing on Diversity, Equity, and Inclusion and more.

All committee chairs are responsible for passing along attendance lists for point and for Brutus Points (for 1st-year students) to the Points Committee Chairs. Chairs are responsible for adhering to the Brutus Point guidelines, and adhering to the guidelines set by the executive board for planning events/partnering with outside entities. They are responsible for updating their executive board contact. They must read and be familiar with their own SOP, and must ensure they transition their successors using an updated SOP. Chairs must attend all general body meetings and be in good standing themselves.

## ***Article VI— Order of Business***

**Section 1– Rules of Order:** The presiding officer, at his or her discretion, may suspend formal rules of order unless two or more members object. If an objection is presented and seconded, Robert's Rules of Order shall govern the meeting in all cases to which they are applicable.

**Section 2– Agenda for  
General Board Meetings:**

- a) Call to order
- b) President’s report
- c) President-Elect’s report
- d) Secretary’s report
- e) Treasurer’s report
- f) Treasurer-Elect’s report
- g) Senior Delegate’s report
- h) Junior Delegate’s report
- i) IT Officer’s report
- l) Marketing & Social Media Director’s report
- k) Programming and Events Coordinator’s report
- j) Programming and Events Coordinator Elect report
- g) Committee reports
- h) Adjournment

**Section 3– Agenda for  
Executive Board  
Meetings:**

- a) Call to order
- b) New business
- c) President’s report
- d) President-Elect’s report
- f) Secretary’s report
- g) Treasurer’s report
- h) Treasurer-Elect report
- i) Senior SAVMA Delegate’s report
- j) Junior Delegate’s report
- k) IT Officer’s report
- l) Marketing & Social Media Director’s report
- m) Programming and Events Coordinator’s report
- j) Programming and Events Coordinator-Elect’s report
- n) Adjournment

***Article VII— Meetings and Events***

**Section 1– Frequency:** There shall be at least four Executive Committee and Board meetings during each semester. Every effort should be made to schedule these meetings once-monthly. There shall also be at least four scheduled lecture presentations per semester for all Chapter members. The President shall schedule all Board meetings and the Vice President all lecture presentations. All lecture presentations times shall be announced to the classes via email by the Secretary both one week and one day prior.

**Section 2– Quorum:** Two-thirds of the Executive Committee plus five additional Board or

Chapter members shall constitute a quorum to conduct business. If quorum is not established, the meeting can continue but nothing may be voted upon. If necessary, executive board members can call into the meeting to assist in getting quorum.

**Section 3– Attendance:** An Executive Committee member is required to attend all Executive Committee meetings and all Board meetings in his/her given term of office (1 or 2 years as defined in Article 1). Excused absences will be approved by the President provided the Executive Committee member sends a report to the President prior to the missed meeting (except under extenuating circumstances as determined by the President). If more than two Executive Committee or board meetings are missed with unexcused absences per semester that is grounds for dismissal by a majority vote of the Executive Board.

The President and the President-Elect are required to attend an AVMA Convention and a SAVMA Symposium in his/her respective term of office. Failure to attend these meetings is grounds for removal from office. If there are extenuating circumstances preventing attendance at AVMA Convention or SAVMA Symposium, the Executive Committee member must receive a majority vote of the Executive Committee for approval of the absence.

The Senior SAVMA Delegate and Junior SAVMA Delegate are required to attend an AVMA Convention and a SAVMA Symposium in his/her respective term of office. The Delegates must abide by the attendance policy and are subject to any resultant disciplinary actions as described in the SAVMA House of Delegates bylaws.

Board members include class reps, committee chairs, executive officers, and the pre-veterinary liaison. The Board member should attend all Board meetings in his/her given term of office (1 year as defined in Article 2). Each Board member is permitted two (2) excused absences per semester. Excused absences will be approved by the President. Any unexcused absence is grounds for removal from office. If the Board member shares his/her duties, at least one co-Committee Chair or co-Representative must be present at each Board meeting. Failure of either co-Committee Chair or co-Representative to attend a meeting results in an excused absence for both Board members provided they send a committee member proxy to the meeting or a report to the President prior to the missed meeting. If the Board member does not share his/her duties, he/she must send a committee member proxy to the meeting or a report to the President prior to the missed meeting. Failure to fulfill one of the aforementioned requirements results in an unexcused absence. If there are extenuating circumstances preventing attendance at (a) Board meeting(s), the Board member must receive a majority vote of the Executive Committee for approval of the absence.

**Section 4– Finals Week Recess:** Contract reviews and funding approvals that need to be reviewed by the Executive Board must be introduced prior to finals week. Any requests to the Executive Board during finals week will be delayed until after finals week or the next semester unless the Executive Board agrees to discuss the request during finals. All requests to review a contract or funding during finals must be requested prior to the last board meeting of the semester.

To ensure all committee members know when the recess will take place, the president will include the date of the recess in his/her powerpoint presentation for all board meetings of the semester.

***Article VIII— Finances***

**Section 1– Repository of Funds:** The repository for the Chapter treasury shall be selected by the Treasurer with the approval of the Executive Committee.

**Section 2– Disbursements:** All disbursements shall be in the form of a check or debit card drawn on the account of the Ohio State University Chapter of the Student American Veterinary Medical Association. If the disbursement is in the form of a check, it shall bear the signature of the current Treasurer or the current President. A budget for the coming year shall be prepared by the Treasurer and shall be presented at the last Board meeting of the spring semester. A two-thirds majority vote shall be required for adoption of the proposed budget.

**Section 3– Receipts:** All funds received by the Chapter are to be presented to the Treasurer for deposit into the treasury. In each instance, a receipt is to be issued and a copy of the receipt kept for the duration of the term of office of the current Treasurer.

**Section 4– Taxes & Annual Report:** After completion of the proposed budget for the academic year (August 1st- July 31st), the Treasurer shall assemble the receipts and documentation from the past academic year; if gross receipts (defined as the total amount the Chapter received from all sources during the academic year without subtracting any costs for that academic year), exceed \$50,000 for that academic year, the Chapter cannot file an electronic 990-N and must assemble receipts necessary for completion of an IRS Form 990- filing as a 501c6. At the completion of his/her term of office, the Treasurer shall prepare a written report concerning the financial status of the Chapter and submit copies to the incoming President and Treasurer.

**Section 5– Professional Development Funds (PDFs)** The application form for professional development funds can be found on the CVM community or in the email from the executive board. There shall be two PDF cycles per academic year: after summer break, after winter break.

*VIII.a. Applications are reviewed by the Treasurer and Treasurer-Elect, and disbursements are made shortly thereafter. Only active Chapter members are eligible for PDFs.*

*VIII.b. Modifications to these procedures and regulations may be made with a majority vote of the Executive Committee. Any changes will go into effect at the beginning of autumn semester of the following academic year. The academic year is equal to the PDF year- funds distributed in the fall will mark the beginning of a PDF academic year.*

*VIII.c. Applications for PDFs will be reviewed by the Treasurer and Treasurer-Elect and funds allocated to students/groups shortly thereafter. Funds will be distributed based on*

*the funds available and the amount of funding requested each PDF cycle. If funds are not sufficient to provide 100% reimbursements, a percentage of each student's request will be reimbursed. Fund availability is determined by income from the Hills College Feeding Program and our Chapter profits. The Chapter Executive Committee reserves the right to deny any applications if sufficient funds are not available.*

**Section 6– Class of 1968 Endowment Travel Award:** The application for the Class of 1968 Endowment travel award can be found in the email from the executive board. The award is chosen annually in April.

Applications should focus on funding an externship (travel, housing, insurance) which the student feels they cannot complete locally. Events that are not eligible include: SAVMA symposium and AVMA convention- as the AVMA provides many fundraising opportunities for these events.

Events funded by the Class of 1968 Endowment Travel award are not eligible for additional reimbursement from PDF applications.

*VIII.a. Applications are reviewed by the Chapter Advisors, and winners are announced shortly thereafter. Only active chapter members are eligible for application. A minimum of 4 winners must be chosen annually.*

- 1 first year student*
- 2 second year students*
- 1 third year student*

*VIII.b. Funds will be allocated to students prior to the end of the spring semester via the Treasurer or Treasurer-elect.*

*VIII.c. Applications are anonymous and denoted by the SAVMA ID number. After discussion with the individual in charge of the funds each year to confirm how they will be awarded, the applications will be divided amongst 3rd and 4th years, and then the ID numbers put into a random number generator. From there, the ID numbers will be cross-referenced to the student's name and .# in order to notify them.*

### **Article IX— Amendments**

Amendments to these bylaws, excluding those presented in the yearly revision and approval process, may be presented at any Board meeting. The Secretary shall read the proposed amendment at the following Board meeting. A two-thirds vote of both the Executive Committee and Board members shall be required for adoption of the amendment.

The Chapter Secretary shall advise the SAVMA Advisor of any proposed amendments to the bylaws. Such alterations must be reviewed and approved by SAVMA and AVMA before they can be presented to the Chapter.

***Article X— Approval of Bylaws***

At an Executive Committee meeting, these bylaws must be approved by a two-thirds majority of the officers. These bylaws must then be approved by a two-thirds majority of all present at the next Board meeting.