

The Constitution of One Health Club at The Ohio State University

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

Section 1. Name: The organization will be known as One Health Club, hereafter referred to as “the club.”

Section 2. Purpose: The purpose of the club is to increase awareness of the One Health approach, which is the interconnection of public health, veterinary science and environmental science. This is an underrepresented public health approach and is crucial towards disease prevention. The club allows students to become involved in collaboration across human and animal medicine and connects students within medical, veterinary, and public health fields. Club programs will include panels of experts in related fields, opportunities to connect with students in related fields, community service activities to serve the Columbus community in public health, advocacy events to raise awareness about public health issues, and other related events.

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.

Sexual Misconduct Policy: As a student organization at The Ohio State University, One Health Club expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Qualifications and categories of membership.

Section 1. University Guidelines for Membership: The organization’s voting membership will be limited to currently enrolled Ohio State students. Non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members. This organization is student initiated, student led, and student run. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Section 2. Types of Membership:

1. Undergraduate members: Undergraduate members may be full voting members of the club, are eligible to attend all events, and may hold office. Members must remain in good standing with the Ohio State University.

2. Graduate members: Graduate students in any program higher than a bachelor's program are eligible to participate in all events but may not hold office or vote.
3. Honorary members: Faculty, alumni, and professionals may become honorary members. They may participate in events but cannot vote and cannot hold office.

Section 3. Dues: Dues will be set annually by majority vote of the executive board shortly after election. Dues may be set at \$0 and may not exceed \$10 per semester. Opportunities to pay dues in a payment plan will be offered for students with financial concerns.

Section 4. Establishment and Revocation of Membership: Membership is established upon receipt of a completed interest form. Members must attend at least 2 events per semester to remain active. Members may choose to leave the club at any time by contacting the secretary. Membership will be revoked for any member who violates the Student Code of Conduct, non-discrimination policy, sexual misconduct policy, or otherwise acts in a manner that is detrimental to the organization and/or students. Revocation of membership will be decided with the consultation of the advisor in addition to a majority vote of the executive board.

Article III – Organization Leadership

Section 1. Executive Board Positions: The executive board will consist of two Co-Presidents, the Secretary, the Finance Chair, the Membership & Recruitment Chair, the Marketing Chair, and the Outreach Chair. The outgoing executive board will review the positions and adjust as they see fit with the ability to add, eliminate, or change a position by majority vote of the executive board and approval of the advisor. Positions may be expanded to include co-chairs for Membership & Recruitment, Marketing, and Outreach.

Section 2. Election of Leadership: Executive board members are elected in the autumn semester each year. In order to run for an office, members must be an undergraduate student who has attended at least 1 event in the past semester. Applicants must submit an application developed by the previous executive board with the advisor. Once applications are closed, the current executive board will review them as a group. Current executive board members will then rank their choices for each position, which will be converted to points. Based on scores, the applicant with the highest score will receive their highest ranked choice for office. The applicant with the next highest score will receive their highest choice if it is not already taken; otherwise, they will receive their next ranked choice. The process will continue until all positions are filled. New executive board members will be notified of their positions via email.

Returning executive board members will not be required to fill out a new application. Instead, they will rank their choices for positions for the next year. Outgoing executive board members will review these selections and conduct a similar voting process to assign new positions for returning executive board members. New applications will only be accepted and considered once returning executive board member positions have been determined and open positions have been identified.

Section 3. Removal of Executive Board Members: Executive board members may choose to step down from their position at any time by giving notice to the organization and the advisor. Executive board members may also be removed for violations listed in Article II, Section 4, as

well as failure to perform duties. The process requires the decision of the advisor once concern has been raised by another member, whether general body or executive board. The advisor may make sole decision on removal of an executive board member or may choose to put the issue to a vote, in which case the member is removed by a majority vote of executive board members.

Section 4. Duties of the Executive Board:

1. **Co-Presidents** — The co-presidents are responsible for developing club programming, organizing and presiding over meetings, and representing the club in an official capacity. They are the primary officers responsible for student organization registration during the fall registration window annually. One of the co-presidents will complete university-required training within the registration window. Responsibilities of the co-presidents include, but are not limited to: reserving rooms for club events and meetings, sending announcements and reminders to the executive board, preparing the agenda for executive board meetings, task delegation to the executive board, and leadership of the executive board through regular communications. Co-Presidents preside over the Steering Committee.
2. **Secretary** — The secretary is responsible for club-related communication with members through weekly newsletters. The secretary will maintain the email list and send out newsletters upon approval by the Executive Board. They record and maintain a record of all meeting minutes and attendance, assist the co-presidents in preparing an agenda for the meetings, and send out official correspondence. They will also work to develop and update the website. They should also assist the Marketing Chair with communications-related tasks, including photography of club events, as part of the Public Relations Committee.
3. **Finance Chair** — The Finance Chair acts as club treasurer. The Finance Chair is required to complete the training required by the Ohio State University by the set deadline. The Finance Chair is responsible for receiving and distributing funds, keeping an accurate record of receipts and disbursements, and maintaining the club budget. At the request of the Co-Presidents or advisor, the Finance Chair may deliver a finance statement to the club. The Finance Chair will work to request funds as needed. The Finance Chair should stay up-to-date on the status of the club bank account, funding deadlines, and all purchases made with club funds. They should also maintain good communication with the university as necessary for club funding.
4. **Membership & Recruitment Chair** — The Membership and Recruitment Chair works closely with the secretary to maintain membership records. They are also responsible for handling new submissions of interest forms to ensure integration of new members into the club, and keep communication information of members while ensuring members are able to communicate with the executive board. They will also work with the Outreach Committee to develop recruitment materials and propose ideas for recruitment events, then work to organize and execute the events with the assistance of the executive board. The Membership & Recruitment Chair should be the primary executive board member responsible for registration and planning of the involvement fairs, delegating tasks to the rest of the board as necessary.
5. **Marketing Chair** — The Marketing Chair is responsible for running all social media accounts and relaying information into the general body group chat. In addition, the marketing chair will create posts in order to advertise and broadcast information

regarding the student organization. The Marketing Chair presides over the Public Relations Committee to develop social media posts, flyers, and promotional materials and works to promote the club.

6. **Outreach Chair** — The Outreach Chair presides over the outreach committee to develop fundraising, awareness and One Health Club social events. The Outreach Chair helps plan, develop, and execute meetings that develop educational awareness about the One Health approach, as well as social and fundraising events. They also complete tasks that involve philanthropic projects. They should handle submissions of the topic and speaker submission form to ensure that new ideas are brought for discussion. They should also work to stay up-to-date on current local, national, and global issues related to One Health to ensure relevance and timeliness of events.

Article IV - Standing Committees

Section 1. Standing Committees serve the organization leadership and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Chairpersons of these committees are appointed by the organization leadership. On a semesterly basis, general body members of the club may be selected by a basic application process to become part of one or more committees. They will serve as voting members of the committees with tasks assigned to them as needed.

Section 2. Steering Committee:

1. Chairs: Co-Presidents
2. Ex-Officio Members: Co-Presidents, Secretary, and Finance Chair
3. Purpose: The Steering Committee ensures the operations and direction of the club are in alignment with its mission. Members of the Steering Committee complete general club operations tasks, including registration with the University, funding requests, attendance record maintenance, and other tasks that are essential to club function. The Steering Committee also ensures the direction of other committees' work is in alignment with the club mission. Tasks completed by the Steering Committee may include but are not limited to: developing meeting agendas, task delegation, securing funding, creation and approval of the newsletter, and accurate membership recordkeeping.
4. Composition: The Co-Presidents, Secretary, and Finance Chair are ex-officio members of the Steering Committee, meaning they are required to take part by virtue of their position. The Co-Presidents preside over the committee as chairs. All members of the committee have voting rights. The Steering Committee is a closed committee, meaning that general body members are not eligible for membership, nor are other members of the executive board not listed above.

Section 3. Public Relations Committee:

1. Chair: Marketing Chair
2. Ex-Officio Members: Marketing Chair and Secretary
3. Purpose: The Public Relations Committee develops social media posts and printed promotional materials, including flyers. The committee also submits information to the College of Public Health, College of Food, Agricultural and Environmental Sciences, and

the College of Arts & Sciences to promote the club to students. The committee may also develop apparel or merchandise for sale.

4. Composition: The Marketing Chair serves as chair and ex-officio member. Any executive board member who so chooses may join the committee at any time. Members who are part of the committee may submit social media posts or promotional media for review by the chair, upon which it may be utilized by the club if approved. Members of the club who are not members of the committee may also submit materials to be reviewed by the committee. Members of the committee may hold committee leadership positions if appropriate, which are the Director of Market Strategy and Director of Print Media. Director of Market Strategy is responsible for utilizing marketing tools and analytics to optimize use of social media. Director of Print Media is responsible for overseeing flyer development, printing of the flyers, and distribution to be posted across campus. The Public Relations Committee may be opened for general body membership based on interest and need. General body members who join the committee have voting rights and may be assigned tasks or committee leadership roles.

Section 4. Outreach Committee:

1. Chair: Outreach Chair
2. Ex-Officio Members: Outreach Chair and Membership & Recruitment Chair
3. Purpose: The Outreach Committee works to plan and execute One Health Club events, including general body meetings, collaborations with other clubs, special events, involvement fairs, and other events the club participates in. The Outreach Chair is responsible for delegating tasks to executive board members when events are planned. The committee should work to secure speakers for meetings through phone, email, and/or in-person correspondence. The committee is also responsible for remaining up to date on current local, national, and global One Health issues and ensuring that events are relevant and current. As time permits, the committee should also work to compile resources for members that include internships, jobs, and volunteer opportunities related to the field.
4. Composition: The Outreach Chair and Membership & Recruitment Chair are ex-officio members who must be part of the committee by virtue of their position. They may open membership to other executive board members, although their responsibility includes task delegation to fellow executive board members as the purpose of the committee. They may also choose to accept general body members as committee members who will have voting rights and may be delegated tasks. Acceptance of general body members into the committee will be based on interest and need.

Article V – Advisor

Section 1. University Requirements: Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Section 2. Club Requirements: The advisor should possess an educational background and experience in a field related to One Health, including but not limited to: public health, medicine,

veterinary medicine, animal science, zoology, environmental science, biology. The advisor must complete the University-required training. The advisor must assist in club registration, obtaining funds, and other duties which necessitate their intervention. They may be as involved as they choose beyond the requirements set above.

Article VI – Meetings and events of the Organization: Required meetings and their frequency.

Members are required to attend two meetings or events per semester. Executive board members are required to attend all executive board and general body meetings per semester, unless their absence is approved by the Co-Presidents in advance. Executive board member absences should be communicated to the Co-Presidents 48 hours prior to the event, except for emergency or urgent situations, which should be communicated as soon as possible, even if it is within 48 hours of the event.

Article VII – Attendees of Events of the Organization: Required events and their frequency.

Attendees are expected to arrive on time, participate, and treat others with respect. One Health Club reserves the right to address attendees or remove them from the organization if they are repeatedly disruptive or are found participating in behavior that does not align with the One Health Club constitution, the Code of Student Conduct, university policy, or federal, state or local law. Members acting in discordance with the aforementioned policies may be asked to leave the event and are subject to removal from the organization or legal action if appropriate.

Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Any member is eligible and encouraged to propose an amendment or necessary adjustment to the constitution. The proposal should be brought to the executive board and if the executive board finds the proposal appropriate and reasonable, a general body vote will be held and majority rules.

Article IX – Method of Dissolution of Organization

The executive board reserves the right to determine if a dissolution is necessary and will hold an executive board vote where majority rules. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from the website. If the club is restored within one year of dissolution, funds will be returned to the organization. One year after dissolution without restoration, remaining funds will be distributed to the College of Public Health.

Article X – Record of Constitution Amendments

Section 1. Constitution amended by 2024-25 Executive Board, approved by majority vote on [date].

1. Amendments made as proposed to Article III, Article IV, and Article VI.
2. Article X added.