Constitution of Cat & Dog Club

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

**Section 1 - Name:**

The name of this organization is Cat & Dog Club

**Section 2 – Purpose:**

The purpose of this organization is to give students the opportunity to learn more about companion animals, to gain experience with companion animals, gain leadership throughout the club, contribute to the community by volunteering, and to prepare for future careers.

**Section 3 – Non-Discrimination Policy:**

Cat & Dog Club does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Cat & Dog 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*

**Section 1 – Active Membership:**

Any student at The Ohio State University may qualify for active membership once semester dues are paid. Active members will be able to participate in activities.

*Article III – Methods for Removing Members and Executive Officers*

**Section 1 – Removal of Members and Officers:**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

If the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

*Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

**Section 1 – Titles, Roles, and Terms:**

Cat & Dog Club gives students the opportunity to run for leadership positions on the executive board. Positions that are highlighted are required. Positions that are not highlighted are not required but can still be ran for. Positions include:

1. Advisor: oversees and advises the club, attends meetings if necessary.
2. President: runs the club and coordinates meetings and events, leads the meetings, registers the club for events, and work with advisors.
3. Vice President: works with and helps the president with presidential roles, fills in for president when necessary.
4. Treasurer: Manage the club’s dues, finances, and credit card, collect funds, and report financial status to the club.
5. Secretary: takes notes during executive board meetings and takes attendance.
6. Social Media Chair: runs the club’s Instagram, responds to messages over social media, creates flyers and advertises the club.
7. Fundraising Chair: coordinates any fundraising events which includes reaching out to potential businesses for fundraising collaborations.
8. Volunteer Chair: coordinates any volunteering events which includes reaching out to potential organizations for volunteering collaborations.
9. CFAES Representative: Attends CFAES student council meetings and reports back to the club.

\*All position’s term lengths are for 1 academic year.

*Article V- Election / Selection of Organization Leadership*

**Section 1 – Elections and Selection of Officers:**

Elections will be held during the beginning of April. Members running for a leadership position must be elected in by majority vote. Voters must be active members.

Members running for a leadership position must:

1. Be an active member (dues paid).
2. Be enrolled at The Ohio State University for the entire academic year (excluding the summer term) during which the running member wishes to hold the position.
3. Be nominated for the position running for (can be nominated by themselves).
4. Give a short speech during elections regarding the position they are running for.

**Section 2 – Officer Stepdown:**

If an officer steps down from their position, then the election for that position will reopen for other active members to run.

*Article VI – Executive Committee*

**Section 1 – Composition of Committee:**

The executive committee consists of the advisor, president, vice president, treasurer, secretary, social media chair, fundraising chair, volunteer chair, and CFAES representative. The executive committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

*Article VII – Advisors*

**Section 1 – Advisor Qualifications:**

The primary advisor of Cat & Dog Club must be a full-time staff member of The Ohio State University. The advisor must approve registration and goals. The advisor must complete advisor trainings bi-annually. The advisor may attend events if they wish, and the advisor may choose their level of involvement with the club.

*Article VIII – Meetings and Events*

**Section 1 – General Body Meetings:**

General body meetings are open to all members of Cat & Dog Club. These meetings will be educational meetings with occasional professional speakers. General body meetings will be held one day per month during the academic year (excluding the summer term).

**Section 2 – Executive Board Meetings:**

Executive board meetings are required and open only to members who hold a leadership position. Executive board meetings will be held one day per month during the academic year (excluding the summer term).

**Section 3 – Extra Events:**

Extra events include fundraising events, volunteering events, and social events. These events are open to all members of Cat & Dog Club. An extra event will be held one day per month during the academic year (excluding the summer term).

*Article IX - Attendees of Events of the Organization*

**Section 1 – Disruptive behavior:**

Cat & Dog Club reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

*Article X – Amendments*

**Section 1 - Method of Amending Constitution:**

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

*Article XI - Method of Dissolution of Organization*

**Section 1 – Organization Dissolution**

In the event of the Cat & Dog Club’s organization fails, then the organization will be dissolved until the next student organization registration deadline. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from website.