

Constitution of the The CVM Animal Behavior & Welfare Club at Ohio State University

Article I - Name

The CVM Animal Behavior & Welfare Club at Ohio State University (hereby known as "The Club").

Article II - Objectives

The objective of this organization shall be:

1. To promote the importance of animal behavior and welfare in veterinary medicine for small, large, exotic, and laboratory animals.
2. To provide the college's students, faculty, and staff with information, programs and resources in regards to both animal behavior and animal welfare through education, dialogue, and scientific inquiry.
3. To create and maintain an affiliation between the Student Chapter members of the American Veterinary Society of Animal Behavior (AVSAB).
4. To support and manage a team of veterinary students to compete in the Animal Veterinary Medical Association (AVMA)'s Intercollegiate Animal Welfare Judging/Assessment Contest (AWJC).
5. To encourage camaraderie and provide leadership opportunities for veterinary students with an interest in animal behavior and/or animal welfare.
6. Non-discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article III - Membership

1. Membership eligibility requirements are listed below:
 - a. Must be a full or part time veterinary student enrolled in the College of Veterinary Medicine at The Ohio State University.
2. To join the club, a prospective member must:
 - a. Pay the annual club fee to the Treasurer.
 - b. Agree to be added to the Members list to receive regular emails from the club.
3. To be a voting member in good standing, the following standards must be met:
 - a. A member must be a full or part time student enrolled in the College of Veterinary Medicine at The Ohio State University.
 - b. Students must pay annual dues.
 - c. Students can join anytime during fall or spring semester, but dues will not be prorated (unless agreed upon by the executive board).
4. Statement of nondiscrimination prohibiting discrimination 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 basis in accordance with these guidelines.
5. The Club must consist of at least 5 veterinary students, including at least one student member from three of the four classes.

6. Membership fee for each student will be determined by the executive board on an annual basis.
7. At minimum student fees should be at least sufficient to cover the Student Chapter Membership to the AVSAB.
8. Members may be removed for failure to pay dues, at their request, or in accordance with any legal or disciplinary action as deemed necessary by campus or local authorities.

Article IV - Amendments

1. The constitution and bylaws will be reviewed and updated by a majority vote of the executive board on an annual basis.
2. Additional amendments can be presented at any time. They must be presented in writing to the president.
 - a. Passage of any amendments requires a majority vote of the members of the executive board.

BYLAWS

Article I - Officers and Executive Board

1. Officers will be elected from members of good standing.
2. The term of office for all officers shall be 12 months.
3. There is no limit on the number of times a person may hold an office. Each office must be held by a different person.
4. The Executive Board of the Chapter shall consist of the President, Vice President, Secretary, Treasurer, Merchandise Chair, Outreach Coordinator and Faculty Advisor (s).
5. Officers may be removed at their request, in accordance with any legal or disciplinary action as deemed necessary by campus or local authorities, from failure to uphold the constitution or from the end of 1 year elected term if not re-elected.

Article II - President

1. President shall be the chief executive officer.
2. Duties
 - a. The President shall organize and preside (when present) over all executive committee meetings.
 - b. The President shall review the objectives and set goals for the club each new year.
 - c. The President shall work with the executive board to fulfill the objectives of the club.
 - d. The President will be responsible for scheduling speakers, programs, and facilities for meetings and other club events.
 - e. The President should utilize the resource room line of credit.

Article III - The Vice President

1. Duties:

- a. The Vice President is in charge of organizing and managing a team of students to participate in the fall AWJC every year.
 - i. The team members do not need to be members of ABWC to participate but they do need to be a veterinary student at the Ohio State University.
 - ii. The team will consist of a team of competing students and a research team.
 - iii. It is encouraged to coordinate and work with other teams competing from the Ohio State University.

Article V - The Secretary

1. Duties:

- a. The Secretary shall record the minutes of executive office meetings.
 - i. These minutes shall be posted within one week following the meeting.
- b. The Secretary shall be responsible for managing the club's email and sending out communications to the club about upcoming events.
- c. The Secretary shall be responsible for managing RSVP lists for each club event.
- d. The Secretary will be responsible for creating and maintaining an updated roster of officers and members.
 - i. Formation of the club roster will be the responsibility of the Treasurer and the Secretary.
- e. The Secretary shall maintain a database of club files and historical documents.

Article VI - The Treasurer

1. Duties:

- a. The Treasurer shall be the sole custodian of the financial resources of the Club. They shall keep a detailed account of these funds and make such disbursements as the Club may direct. A separate checking account should be in the effect for the club's business.
- b. The Treasurer and president shall be the sole purchasing agents of the club.
 - i. Unless approved of beforehand by the president.
- c. The Treasurer shall be responsible for collecting dues and other funds and issuing receipts.
 - i. i. Formation of the club roster will be the responsibility of the Treasurer and the Secretary.
- d. The Treasurer shall file a written report at the end of the term detailing the past year's transactions. A copy of this annual finance report shall be forwarded to the AVSAB Secretary.

Article VII - The Merchandise Chair

1. Duties:

- a. The Merchandise Chair will be in charge of ordering, managing and selling merchandise.

- b. The Merchandise Chair will be in charge of developing and marketing new merchandise.
- c. The Merchandise Chair shall assist all other executive offices when requested.

Article VIII - The Outreach Coordinator

1. Duties:

- a. The Outreach Coordinator shall maintain the club bulletin board in the Veterinary Medical Center
- b. The Outreach Coordinator will be responsible for planning club socials.
- c. The Outreach Coordinator will be responsible for promoting animal behavior and welfare throughout the year
 - i. i.e. bake sales, question of the month, and volunteering events.
- d. The Outreach Coordinator will be responsible for representing the club at activity fairs (such as the new student orientation fair and annual community open house).
- e. The Outreach Coordinator will be responsible for maintaining the club's presence on social media and the CVM website.
- f. The Outreach Coordinator shall plan fundraisers to raise money to implement the objectives of the club.

Article IX - Elections

- 1. All officers shall be elected in accordance with customary parliamentary procedures.
- 2. A majority vote of the quorum shall be required for the elections to be valid.
 - a. Fifty percent of the general membership shall be considered a quorum for the election of officers.
 - b. Only club members in good standing shall have voting privileges.
- 3. Voting can be done either via an in person voting system or online (i.e. through email).
- 4. All officers shall be elected by written or oral ballot and shall assume the responsibilities of their position elected to after all final exams are completed for the Spring semester.
- 5. Officer nominations shall be made at least one week prior to elections.

Article X - Becoming Student Chapter and maintaining relationships with the American Veterinary Society of Animal Behavior (AVSAB)

- 1. The club shall operate under an official chapter granted by the AVSAB, and in accordance with this Constitution and By Laws.
- 2. Starting a Student Chapter of American Veterinary Society (SCAVSAB) was to send a letter of intent to the AVSAB Secretary requesting a copy of the Constitution and Bylaws.
- 3. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
- 4. Each Student Chapter must have an advisor who is an active member of the AVSAB.
 - a. The student chapter must select an advisor who is a veterinarian and a member or willing to become a member of AVSAB.

- b. The advisor shall serve as an advisor to the chapter and a liaison between the chapter and the AVSAB and faculty.
 - c. An advisor's term of office shall be one year and may be renewed by the chapter
- 5. The Membership fee to AVSAB for the entire chapter will be equal to the cost of a graduate DVM Membership. A student may not joint AVSAB outside a Chapter, unless there is no chapter at that school.
- 6. Each Student Chapter must be financially self sufficient. No Financial Support is available from the AVSAB.
- 7. Members of the Student Chapter AVSAB will have complimentary admission to the AVSAB general meeting and paper session held in conjunction with the AVMA meeting.