

The Ohio State University
Pre-Veterinary Medical Association
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The Official Constitution for the Pre-Veterinary Medical Association at
The Ohio State University

Article I Name

Section 1 The Organization shall be known as the Pre-Veterinary Medical Association (PVMA) at The Ohio State University.

Article II Purpose

Section 1 To provide an opportunity through which interested students may explore and gain knowledge of the field of veterinary medicine.

Section 2 To provide an opportunity to develop closer ties of fellowship through a social atmosphere among students interested in veterinary medicine.

Section 3 To help guide students interested in veterinary medicine towards opportunities that include hands-on experience, community service, and exploration of the profession.

Section 4 To facilitate an environment supportive of all student's mental, physical, social, and intellectual wellbeing.

Article III Membership

Section 1 Membership shall be open to anyone interested in the field of veterinary medicine who is affiliated and in Good Standing with The Ohio State University. Students attending a branch campus of The Ohio State University shall be allowed membership so long as they meet all requirements. Membership to the Organization shall not be denied to any person on the basis of age, sex, disability, race, national origin, religion, gender identity, sexual orientation, or veteran status. Nor shall removal from the Organization be based on these statuses (see Article III, Section 4).

Section 2 There are two levels of membership status within the Organization: In order to be considered a member in Good Standing, the individual must attend four general body meetings and pay dues in full for that semester. Standings reset each semester.

In order to be considered an Active member for the current semester, the individual must attend four general body meetings, pay dues in full for that semester, and earn three additional points, all of which must be obtained from an activity other than attending a general or executive body meeting.

Section 3 Additional points are accumulated from any PVMA-affiliated event excluding general and executive body meetings. Attendance at each of these activities is worth one point. Additional points may be awarded to a member at the discretion of the Executive Board for extra activities that benefit the University, community or the Organization. Executive body members will not be awarded additional points from meetings and events initiated by their chair.

Section 4 General members are expected to conduct themselves in an appropriate and respectful manner at all Organization events. Should a member fail to conduct themselves in such a way, their membership status with the Organization shall be reconsidered objectively at the discretion of the Executive Board. A two-thirds majority vote by the Executive Board is required for the removal of said member from the Organization. For criteria for the removal of Executive Board members, see Article VIII, Section 8.

Article IV Qualifications and Naming of Officers and Chairpersons

Section 1 The officers of the Organization shall be President, Vice President, Treasurer, Program Coordinator, Secretary, The College of Food, Agricultural, and Environmental Sciences (CFAES) Representative, Membership Engagement Chair, Veterinary School Liaison, Publicity Chair, Diversity and Inclusion Chair, Mental Health Chair, and any others decided by the Executive Board.

Section 2 Nominees for office shall have been Active Members for one semester preceding the election as well as the semester in which the elections take place. In addition, nominees must have attended at least two Executive Board meetings during the current academic year, prior to an election. These two required Executive Board Meetings will not count as additional points for Active Member Status. Nominees for President, Vice President, and Program Coordinator must also have held an Executive Board position for at least one year prior to elections. Nominees for Treasurer must have been an active member for at least 3 semesters prior to the semester of elections. Nominees for Mental Health Chair, Diversity and Inclusion Chair, and Veterinary School Liaison must attend two of the respective chair's meetings prior to elections. Exceptions may be made by petitioning the Executive Board (see Article VIII, Section 2).

Section 3 Officers and Chairpersons must be able to attend The Ohio State University for the duration of their executive board appointment. Candidates must be physically present on the day of elections to earn a position. Under extenuating circumstances, the President may overrule this requirement.

Section 4 Officers and Chairpersons shall forfeit their position if unable to attend the required meetings due to non-academic factors. Exceptions may be made at the discretion of the Executive Board.

Article V Executive Board

Section 1 The Executive Board shall consist of all positions stated in Article IV and shall include the Faculty Advisor.

Section 2 Executive Board meetings shall be held on alternate weeks of general body meetings during the academic school year. Executive Board meetings are open to all members of the Organization, unless otherwise announced by the Executive Board.

Section 3 It shall be the duty of the Executive Board to direct and coordinate all proceedings of the Organization.

Section 4 All elected Officers and Chairpersons are expected to attend all Executive Board and General body meetings. Executive board members are also required to attend at least 2 events organized by another officer per semester. Exceptions can be made at the discretion of the Executive Board. If the President is informed of an absence with a valid reason 24 hours prior to meetings, then the Officer or Chairperson will be excused. Valid reasons include midterm or final examinations, other University-sanctioned events such as membership to a University Sports team, illness, and a death in the family. Excuses that will not be accepted may include studying for exams. Exceptions in the case of emergencies and other situations shall be made at the discretion of the President.

Section 5 In order for a member of the Executive Board to be Active, they must have missed no more than one unexcused meeting total (executive and general body meetings) and have a minimum of two additional points from an activity not initiated by their chair per semester. Absences must be excused by the President. Upon an Executive Board member's third absence, they will automatically be considered for impeachment at the next Executive Board meeting according to the protocol laid out in Article VIII, Section 9.

Article VI Duties of Officers

Section 1 It shall be the duty of the President to arrange and preside over all meetings and to cast the deciding vote in the case of a tie regarding executive board meetings. The President is also responsible for registering the club each year at The Ohio State University and renewing the club with the APVMA and participation in the university-wide fall involvement fair. To supervise the expenses and earnings recorded by the Treasurer, the President's name shall be on the Organization's bank account along with the Treasurer's. The President is responsible for organizing the scholarships in collaboration with the Treasurer. The President must attend the required training session through The Ohio State University Student Activities. The president will update the PVMA email account and listserv. A weekly email must be sent at a time decided upon and at the discretion of the President. All email updates from surrounding Executive Board members should be added to the weekly email word document by Monday mornings (day subject to change at President's discretion). Additional emails must be sent out in a timely manner as they come in from other officers.

Section 2 It shall be the duty of the Vice President to preside in the absence of the President and to oversee all of the club's community service activities. At least three service activities shall be planned per semester. Exceptions may be made at the discretion of the Executive Board. The Vice President must also preview the weekly emails.

Section 3 It shall be the duty of the Treasurer to receive and transfer all funds of the Organization and to keep an itemized account of monetary transactions. The Treasurer is to provide the President with a record of all transactions and keep a running budget. The

Treasurer must organize the scholarships and banquet in collaboration with the President and Program Coordinator. It shall also be the duty of the Treasurer to financially oversee the Organization's fundraising activities while communicating with the Membership Engagement Chair. The Treasurer must attend the required training session through The Ohio State University Student Activities. The Treasurer is also responsible for working with the Program Coordinator to purchase food and other costs associated with Organization meetings and social events. The Treasurer is responsible for registering programming and operating funds when needed. The Treasurer will allocate a decided amount of funds per semester to HERD groups. Every year the Treasurer will be responsible for a donation fund from the PVMA Merch that members pay for either in the Fall or Spring Semester. This amount will be at the discretion of the executive board depending on the amount of people and profit from the merch. The members can vote for an organization of their choice they want to donate to.

Section 4 The duties of the Program Coordinator shall be as follows: To obtain an appropriate program or speaker for all of the Organization's general body meetings and to reserve the facilities for said meetings. The Program Coordinator will be responsible for crafting and distributing thank you notes/emails to speakers in a timely manner after the meetings take place. The spending amount for any costs incurred must be approved by the Treasurer prior to the confirmation of said speaker or program. Confirmation emails for general body speakers should be sent the Monday of the week prior to the scheduled meeting date, the president should also be CC'd in all confirmation emails. The Program Coordinator will also be responsible for creating and updating the Organization's calendar. The Program Coordinator will also be responsible for creating meeting slides for all General Body meetings. The Program Coordinator is also responsible for organizing the banquet in conjunction with the President, Vice President, and Treasurer. The Program Coordinator shall request feedback over General Body Meeting topics from members at the end of each semester. After each general body meeting, possible factors that lead to high or low attendance will be discussed if necessary.

Section 5 It shall be the duty of the Secretary to keep a record of the names and e-mail addresses of all members. The Secretary shall be expected to arrive at meetings at least ten minutes prior to the start of meetings in order to begin taking attendance. Attendance must be taken at all club events, points recorded, and made available to the general body monthly. After each general body meeting, possible factors that lead to high or low attendance will be discussed if necessary. The Secretary will make the reflection form available to all members and will be responsible for receiving completed forms and updating points accordingly. The Secretary shall maintain and update the Pre-Veterinary Medical Association website and provide additional computer support to the Organization as needed.

Article VII Duties of Chairpersons

Section 1 The duties of the College of Food, Agriculture, and Environmental Sciences (CFAES) Representative shall be as follows: To attend all CFAES meetings and to report all pertinent information at the Executive Board meetings. It shall also be the duty of the CFAES Representative to report to CFAES all pertinent PVMA functions. The CFAES Representative is also responsible for maintaining an active status with the CFAES Council. If the CFAES Representative is unable to attend, due to a valid excuse (see Article V Section 4), they must find a replacement Executive Board Officer or Chairperson to attend the entirety of the CFAES meeting in their place. The CFAES Representative is also responsible for keeping track of general body member points incurred at all CFAES meetings that are attended and shall communicate attendance points to the Secretary. The CFAES Representative is also responsible for completing and submitting the CFAES Student Organization Career Development Grant in the spring for the next fall semester, if applicable. The CFAES Representative is also responsible for forming a CFAES Olympics team.

Section 2 The duties of the Publicity Chair shall be as follows: To announce all meetings (general body, and events held by other chairs upon request) and relevant activities to members by any appropriate means of advertising using necessary media. To create flyers to advertise the club at the beginning of each semester and delegate distribution to the executive board (*flyers not allowed in the Union). To update the Organization's bulletin board in the hallway of the first floor of the Animal Science building once per semester in coordination with the Membership Engagement Chair. The Publicity Chair will be responsible for collecting pictures to be posted on the Organization's website and social media. The Publicity Chair is also responsible for informing the club of current events in the veterinary field. The profit of the Publicity Chair merchandise shall be determined in collaboration with the Executive Board prior to any expenses incurred. Monetary transactions, such as those used to purchase merchandise, must be approved by the executive board. The Publicity Chair is also responsible for running and maintaining all club social media accounts to represent the club as well as highlighting its members in a professional and appropriate manner. The Publicity chair is also responsible for the collection of photographs of meetings, events, and other activities to ensure there is adequate content to stay active and engaged on social media. The Publicity Chair is responsible for creating a Zoom meeting, recording the General Body meetings, and making the recording available to the general body. Zoom meetings may be utilized by members live in the event of inclement weather. Merch sales should be included as one of the events held during the fall semester in collaboration with the Membership Engagement Chair. Merch sales should utilize google forms connected to google sheets for organization and payment confirmation with the Treasurer.

Section 3 The duties of the Veterinary School Liaison shall be as follows: To attend all SAVMA general board meetings and to report all pertinent information of PVMA to SAVMA, to report to the general membership all pertinent SAVMA information, and to coordinate all activities between the two. The Veterinary School Liaison is responsible for keeping track of general body member points incurred at all SAVMA meetings that are attended and shall communicate attendance points to the Secretary. If the Veterinary School Liaison is unable to attend a SAVMA general board meeting, due to a valid excuse (see Article V Section 4), they must find a replacement Executive Board Officer or Chairperson to attend the entirety of the SAVMA meeting in their place. The Veterinary School Liaison will upkeep all communications with OSU's College of Veterinary Medicine (CVM) and coordinate at least 1 social/networking event per semester in collaboration with the CVM. The Veterinary School Liaison will be responsible for coordinating with relevant clubs and organizations within the CVM to assist in planning events and ensure PVMA involvement where possible and necessary. They will also be involved in assisting in organizing any PVMA-specific events at the CVM including hospital rounds, panels, etc. The Veterinary School Liaison is responsible for organizing professional development events like mock interviews, and if applicable, collaborating with the CFAES Representative to use the CFAES Student Organization Development Grant funds.

Section 4 The duties of the Membership Engagement Chair shall be as follows: To have a tentative schedule of hands-on events and fundraising events by the start of each semester, organize and run two hands-on or two fundraising events for the Organization's members and coordinate with the Publicity Chair for involvement fair planning to advertise the club to prospective members. Hands-on events should be open to any students of the university. Fundraising activities and opportunities for the Organization's members should be organized by the Membership Engagement Chair to raise funds for the use of the Organization and Executive Board approved organizations. Merchandise sales should be included as one of the events held during the fall semester in collaboration with the Publicity Chair. The Membership Engagement Chair will be responsible for coordinating HERD groups for the academic year. The Membership Engagement Chair will collaborate with the Publicity Chair if needed to update the Organization's bulletin board in the hallway of the first floor of the Animal Science building once per semester.

Section 5 The primary duty of the Mental Health Chair shall be to consistently promote and actively improve PVMA mental health and wellness. The Mental Health Chair shall arrange at least three social events or retreats per semester to encourage wellness and community within the Organization. Points will be awarded to general body members for attending these events. Additionally, the Mental Health Chair must organize at least two interactive wellness projects per semester to be distributed before or after General Body Meetings. It is required that the chair be REACH certified. The Mental Health Chair should advocate for mental health by putting on at least one general body meeting per year with the help of the Program Coordinator, send motivational messages to the health and wellness and/or general body group messages, and make CFAES and university mental health resources known. The Mental Health Chair must also connect with the Publicity Chair to post information about mental health and upcoming mental health events. National Mental Health Awareness Month in May, Buckeye Love through the month of February, and National Mental Health Awareness Day on October 10th should be acknowledged.

Section 6 The duties of the Diversity and Inclusion Chair shall be as follows: To promote and improve PVMA diversity through overseeing diversity and inclusion meetings and to serve as a liaison between the PVMA executive board and the general body. The Diversity and Inclusion chair shall put on meetings monthly providing a new focus with 10-15 minutes of feedback time throughout the academic year, as well as work with the Executive Board and Program Coordinator to plan at least one additional PVMA General Body meeting centered around diversity in the veterinary field. In order to ensure that different backgrounds and perspectives on veterinary medicine are represented, the Diversity and Inclusion Chair should work with the Program Coordinator to find diverse speakers for general body meetings when able. To increase and bring awareness to the need for diversity within the veterinary field, the Diversity and Inclusion Chair should use means such as outreach programs, distribution of flyers, and/or diverse panel meetings. Provide a census at the beginning of each semester in order to access member interest, make-up, and aspirations.

Article VIII Elections of Officers and Chairpersons

Section 1 Individuals planning to run for an Executive Board position must submit a Candidate Application which states their name, major, year, preferred position(s), PVMA and campus involvement, leadership experience, and why they are running for a position. The Candidate Application will be sent to the Organization's members via email prior to elections. The completed application must be sent to the President via email along with a photo of the candidate at a time determined at the discretion of the President. Candidate Applications will be compiled by the President and disseminated to general members via email the week of elections.

Section 2 In the case that members are not eligible to run for an Executive Board position according to the requirements outlined in Article IV Sections 2 and 3, they may petition at the Executive Board meeting immediately prior to elections. Individuals may petition only one of the following criteria: dues for one semester, attendance at either general or Executive Board meetings for one semester or not obtaining an outside point. Exceptions will be considered by the Executive Board on a case-by-case basis.

Section 3 Election Procedure: Officers shall be elected by dues-paying members for a term of one year at a general body meeting during the second semester. Voting will proceed in the following order: President, Vice President, Program Coordinator, Secretary, and Treasurer. All other positions will be elected in a random order determined by the President. Election procedures can be amended at the discretion of the current Executive Board during the year, with general body members being notified accordingly.

In the beginning the position order will be displayed, and candidates will have the chance to decide what positions they would like to continue to run for based on the order provided. Following this, candidates will give a speech within the duration of time allotted by the discretion of the Executive Board, detailing what they aim to accomplish or what they have contributed to the Organization. Candidates will be selected to give their speeches in random order. Current Executive Board Officers and Chairpersons will provide the Candidates with a question regarding the position they are running for. The format of questioning will be determined at the discretion of the Executive Board.

After each position is elected, candidates who were not elected have the opportunity to drop down and run for another position. Candidates may only choose to drop down to the positions listed on their candidate application. The candidate will have an additional thirty seconds to speak each time they drop down.

The current President and another Executive Board member of senior standing, if needed, will tally the votes and announce those who have been elected. Electronic voting shall be allowed so long as only the members present at the elections meeting are able to vote and the vote remains anonymous to all those except the President and anyone else tallying the votes. In the event of a tie, the President will cast the tie-breaking vote. An email will be sent out to all general members the following week announcing the newly elected Executive Board.

Section 4 The newly elected officers will attend the remaining Executive Board and General Body meetings after elections, during which the previous officers and chairs will continue to serve their respective positions. During this period of transition, it is the responsibility of the old Executive Board members to share all relevant information and materials of their office with the new officers in a one-on-one transition meeting, thereby acquainting them with their elected duties.

Section 5 The new executive board will start their term at the conclusion of the spring semester.

Section 6 Vacancies occurring in any office or chair, except for the office of President, shall be filled by a special election for the remainder of the term, or for an upcoming term if a position is left unfilled after elections. In the event of a vacancy in the office of President, the Vice President shall succeed to the office and a special election shall be held for a new Vice President. Exceptions may be made at the discretion of the Executive Board.

Section 7 In the event that a special election is held during the first semester of the year, eligibility to run for office shall be determined as follows: nominees shall have been Active Members for one semester during the year preceding the special election. In the event that a special election is held during the second semester of the year, eligibility to run for office shall be determined as follows: nominees shall have been Active Members for one semester during the year of the special election. The qualifications to run for Vice President, Treasurer, and Program Coordinator must be met by all candidates running for these positions should they be vacant and need to be filled by a special election (See Article IV, Section 2). Exceptions may be made at the discretion of the Executive Board.

Section 8 Officers may be relieved of duty by a two-thirds majority vote of the Executive Board for non-performance of duty. The vote shall be conducted by secret ballot. A hearing shall be held prior to this vote by the Executive Board in which the Officer in question may offer evidence to explain their non-performance of duty. The outcome shall be announced at the general body meeting following the vote. Officers removed from the Executive Board for non-performance of duty or who otherwise leave their position prematurely will not be eligible to run for a position in the following academic year.

Article IX Faculty Advisor

Section 1 The Faculty Advisor(s) shall be a faculty and/or staff member of the OSU College of Veterinary Medicine. The Faculty Advisor(s) shall attend Advisor Training through the Ohio Union.

Section 2 In the event of a vacancy of office, the Executive Board shall be responsible for finding a replacement.

Article X Dues

Section 1 Dues shall be set at a specified amount each year by vote of the Executive Board. Dues are currently set at \$20.00 per year or \$11.00 per semester.

Section 2 Dues must be paid in full by members per semester or year involved in the club to be considered an Active Member. Semester dues must be paid in full by the third general body meeting of that semester. All meetings and activities shall be open to anyone who is affiliated and in good standing with The Ohio State University unless predetermined by the Executive Board to be a members-only event; however, there may be an additional fee for non-dues-paying members. Extenuating circumstances will be considered by the Executive Board on a case-by-case basis.

Article XI Meetings

Section 1 Meetings shall be held weekly during the first and second semesters. Meetings will alternate between General Body and Executive Board meetings. The date, time, and location of meetings will be decided by the Executive Board. Meetings are currently being held on Wednesdays at 7:00 pm. One summer meeting must be planned at the discretion of the Executive Board to discuss plans for the upcoming academic year and to review the Constitution and position duties.

Section 2 The Executive Board shall have the power to change the date, time, or location of meetings if deemed necessary provided that an advanced notice of the change is circulated as soon as possible to general body members.

Section 3 At the discretion of the Executive Board, an Executive Board meeting may be changed into a General Body meeting.

Article XII Voting

Section 1 A vote on issues other than those specified in this Constitution shall be carried out by a majority of executive board members present. The following issues are a mandatory two-thirds vote: money issues excluding publicity, food, meeting supplies, motion for impeachments, and duties pertaining to officers; ratifying the Constitution, and overriding protocol. Any member may call for a two-thirds vote on another issue if they feel it is pertinent.

Section 2 Constitutional amendments will take one executive board meeting that must occur each year after elections.

Section 3 Any member who is eligible to vote may call for a secret ballot prior to a vote being taken.