

The Zoology Club at The Ohio State University

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The Zoology Club at The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

The purpose of the Zoology Club is to enhance the academic experience of Ohio State University students, faculty, and staff with interests in zoology and other disciplines in the biological sciences. The Club will provide students with a forum to discuss career, research, and volunteer opportunities/experiences, and to develop social and professional networks among the students, faculty, and staff at The Ohio State University, as well as other external organizations.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Zoology Club at The Ohio State University agrees that it will not engage in sexual misconduct nor any harassment or 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 the Student Organization Registration Guidelines.

Section B. Hazing

The Zoology Club at The Ohio State University agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

The Zoology Club at The Ohio State University retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

The Zoology Club is open to all current students of The Ohio State University. Voting privileges are held by Club members who are currently affiliated with The Ohio State University. Active member status is only available to those who pay semester or yearly dues. Non-active members are included in club activities with outside cost according to executive discussion.

Section B. Member Selection

Membership to the Club is open to all eligible students as outlined in the previous section. Any non-member who wishes to apply to join the organization may contact the organization's officers to express interest, either in person at a meeting or via email to osuzoologyclub@gmail.com or a leader's email listed on our organization's student activities home page.

Section C. Membership Timeline

Students may seek membership in the Club at any time throughout the academic year. Active member status is only available to those who pay semester or annual dues.

Section D. Member Removal

On a case-by-case basis, a general member can be removed if they are acting in such a way that interferes with the Club's ability to operate, goes against the Club's mission, creates a space deemed unwelcoming to Club members, or violates the Ohio State University Student Code of Conduct or legal conduct. The offending general member can be removed through a majority vote of the officers, with the consultation of the advisor. The duration of the removal (suspension for one meeting, one semester, the rest of the offending member's time at Ohio State, etc.) will be decided by the Executive Committee based on the offense. Decisions to remove a member should be made in a timely manner and must only be used as a proportionate response to the offense or as a last resort. The offending member will have the right to a private meeting with the Executive Committee and the Advisor to discuss terms of suspension, removal, banishment, etc. If needed, University Officials will be notified of the member's behavior.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Club's advisor is expected to show interest and be involved in the Club's activities. The advisor will act as a liaison between the Club's officers and the College of Biological Sciences and Department of Evolution, Ecology, and Organismal Biology. All club activities must be approved by the advisor. Advisor must be certified by the Office of Student Life every 2 years by completing Student Organization Advisor Training. Advisor may not serve as primary advisor to more than 3 student organizations at the same time unless their job description requires advising more than 3 student organizations or are otherwise granted exemption by the Ohio Union and Student Activities team.

Section B. Advisor Term

The advisor's term shall last indefinitely, with an annual review conducted by the executive board during the Spring Registration window. The advisor's term will continue automatically, unless either the advisor or the executive board notifies the other party.

Section C. Advisor Selection

The organization shall begin the process of seeking a replacement within one month of the end of the previous advisor's term. At least one faculty/staff advisor who is a member of the faculty or administrative and professional staff will be nominated to the position of advisor by the executive board. The new advisor's acceptance of the nomination is required before their election may occur. The new advisor shall be accepted by a simple majority vote (50% + 1) of the general membership. The acceptance of a new advisor should not occur at any meeting that does not have a quorum (defined as 50% of all voting-eligible Club members). New advisors should have formal connections to the Department of Evolution, Ecology, and Organismal Biology, though it is not required. Advisors should not be on extended leave without mutually agreed-upon contingency plans to provide for the organization's needs during their absence.

Section D. Advisor Replacement

An advisor may be replaced if deemed necessary by the executive board, with a simple majority vote (50% + 1). In cases of resignation or removal, a new advisor will be appointed by the Club. The organization shall begin the process of seeking a replacement within one month of the removal/resignation of the previous advisor. Under extenuating circumstances, or if the Club is not actively meeting (e.g., summer semester), the executive board may pass a motion to extend the deadline to find a new advisor. New advisors should have formal connections to the Department of Evolution, Ecology, and Organismal Biology, though it is not required. Advisors should not be on extended leave without mutually agreed-upon contingency plans to provide for the organization's needs during their absence.

Section E. Acting Advisor(s)

Dr. Andreas Chavez, Advisor; Department of Evolution, Ecology, and Organismal Biology (chavez.109@osu.edu)

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President: The Club's President will run the general meetings, plan for and lead meetings of the Executive Committee, and arrange for guests and guest speakers when appropriate. The President will also act as the primary liaison between the Club and The Ohio State University Office of Student Affairs. The president will also be responsible for posting announcements/reminders within the GroupMe or ensuring that they are posted. Additionally, they will follow up with exec members to create plans, and support the exec board in their tasks where needed. The President must meet with the Faculty Advisor once or twice per semester (Fall, Summer, and Spring) to discuss events occurring within the Club/Club progress. Note: all major events and trips must go through the Faculty Advisor.

Vice President: The Club's Vice President will assume the duties of the President when the President is unable to do so. The Vice President will also serve as an advisor to the President and as a liaison between the President and other officers. At the end of each academic year, the Vice President will write and upload to the Club Google Drive a report of any incidents or negative instances endured by the Club that year to be utilized by future Executive Boards for reference in similar situations.

Treasurer: The Club's Treasurer will maintain the Club's financial records. This will include collecting cash/digital payments for events, budgeting for trips/events, overseeing Fifth Third bank accounts (online app, checkbook, and club card), and making necessary club purchases. Money in the Venmo/PayPal will be transferred to the checking account on a weekly basis if needed. They will also ensure proper transition to the next incoming treasurer, including bank info,

PayPal/Venmo passwords, and the checkbook. Each fall, the reinstatement of dues will be considered. The current treasurer will have the right to choose and set dues after consultation with the Executive Board.

Secretary: The Secretary will maintain the Club's address records (including an email list) and draft and distribute the announcements for meetings. The Club's secretary will prepare and distribute other records and correspondence, written or electronic, as necessary to maintain the Club's business.

Public Relations: The Public Relations Chair will be responsible for the maintenance of the Club's social media accounts and the creation of all Club-related media. This will include flyers with information about meetings, speakers, and other media and posts deemed necessary by the PR Chair or the executive board. The PR chair is also responsible for creating and collecting responses from Google Forms, which are used for feedback from events, Club interest in a field trip/carpool needs, and other forms of polling.

Fundraising: The Fundraising Chair will be responsible for proposing fundraising ideas for the Club, as well as contacting potential businesses and sponsors. They will also oversee Club merchandise.

Historian: The Historian will take/ensure photos are taken at each Club meeting and event, keeping the Google Drive updated with said media. They may also assist with the social media accounts as necessary.

Section B. Officer Eligibility

President and Treasurer must be enrolled as full-time students in good standing with the university. Vice President must be a student in good standing. All student officers must be selected in accordance with the officer selection process as outlined in Article VI, Section C. All student officers must also meet minimum GPA requirements as set by the Office of Academic Affairs (2.0 Term GPA for undergraduate students). President, Vice President, and Treasurer may not be registered officers in more than three student organizations at a time. President and Treasurer must complete their respective trainings for their role, including both live training and online module sections.

Section C. Officer Selection Process

The officers described in Article IV, Section A will be elected via an online poll, which is opened at least four weeks prior to the Spring Registration window for student organizations. All officers are elected from a slate of candidates solicited through open nominations. Club members may self-nominate for available positions. Candidates win the position by winning a majority of the online votes, and elected officers will serve a one-year term. Officers who remain in good standing with the organization are eligible to run for consecutive terms. If an office is not filled during the Spring Semester election, the remaining members of the Club's Executive Board may appoint a person to fill the office without a majority vote of the Club's members.

The Executive Committee election will be held annually in the Spring, with the process beginning within the spring semester. Anyone can apply to the Executive Committee, but only those who have been on the Executive Board for a year can apply for the President position. The exception will be made if the Vice President needs to take over as President. If no Executive member with proper time in running for President is filled, the decision to appoint other applicants will be determined, but only in the instance of an absent primary leader.

If there is a tie in the election, the executive board will vote anonymously on the candidates, unless an alternative solution can be applied first. Example: if Candidate A has won for two positions, one position via majority and the other tied with Candidate B, the position A won the majority for can be the one they are officially elected to, while B wins the position the two of them were tied for. If a tie occurs without a secondary option, the current Executive Board appoints the position.

Upon announcement of election results, incoming executive members will attend board meetings for the duration of the semester. The new executive committee will officially take over once the Spring semester ends. The outgoing members are responsible for training the incoming officials and turning over the appropriate internal Club information.

Section D. Officer Removal

Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution and or legal conduct, by-laws, or student conduct deemed detrimental to the best interests of the Club.

Prior to a vote on the matter of removal of an elected officer, the Executive Committee shall notify the Faculty Advisor and hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken.

The purpose of this meeting should be to pursue alternative methods of conflict resolution with the consultation of the Club's advisor before any vote for removal is taken by the Executive Committee. The vote to remove an officer must be unanimous.

In the event the officer is removed from their position, that officer returns in status to that of a general member, unless it is deemed necessary by the remaining Officers to remove that officer from general membership, in which case the criteria and process for removing a general member must be followed.

If an Executive Committee member wishes to resign, a written (paper or electronic) confirmation of the resignation must be created, signed, and dated by the resigning officer. The same rules for fulfilling the role of a removed officer will apply to a resigned officer.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

In the event of the failure to maintain and achieve its purposes, any executive board member may motion to dissolve the Club. A unanimous decision of the executive board is required to dissolve the Club.

Section B. Dissolution Procedures, including Assets and Debts

Any unencumbered assets will be donated by an approved donor or club funds to a charity at the discretion of the executive board. The Club's President and Vice President will be held responsible for paying any debts of and related closing duties for the Club.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings, and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business, an organization should have a quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The Constitution should not be amended easily or frequently.

ARTICLE IX. MEETINGS

Section A. General Meetings

Meetings of the Club's members will be held once every other week during each academic semester (except Summer), which totals between six and eight meetings per semester. All members will be notified of the time and place of each meeting, announced in advance by means of email, posters, and GroupMe. All officers are required to attend all general meetings, barring extenuating circumstances (illness, academic class, etc.). A quorum for meetings of the Club's general membership is defined as 50% of the members who are eligible to vote.

Section B. Executive Board Meetings

The Executive Committee will meet after regular bi-weekly general meetings, unless otherwise determined by the President. Additionally, the Executive Board will communicate regularly through email, GroupMe, and text messaging to conduct the Club's business. A quorum for meetings of the Club's Executive Board constitutes the President and any four additional elected officers. All officers are required to attend all Executive Board meetings, barring extenuating circumstances (illness, academic class, etc.).