

The Ohio State University Chapter of the Foundation of Veterinary Dentistry Constitution

Article I. NAME

The name of this Association shall be the OSU Student Chapter of the Foundation of Veterinary Dentistry (SCFVD). This association shall be a non-profit group.

Article II. ORGANIZATION PURPOSE

The student chapter of the SCFVD at The Ohio State University is committed to advancing the knowledge, education and awareness of veterinary dentistry among veterinarians, students and the public. Through our efforts, we are successfully increasing awareness of the importance of this facet of animal medicine.

The objectives of the student chapter of the SCFVD at The Ohio State University are to endeavor to do all things necessary to:

- Promote the interests of the veterinary dentistry field
- Improve the public stature of veterinary dentistry
- Increase the knowledge of veterinary students and veterinarians in the veterinary dentistry field
- Evaluate the standards of veterinary dentistry
- Encourage and promote dental research
- Promote understanding and good will among its members
- Cooperate with veterinary dental organizations

Article III. UNIVERSITY REGULATIONS

Section A: HARASSMENT AND DISCRIMINATION, INCLUDING SEXUAL MISCONDUCT

SCFVD 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

SCFVD 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

SCFVD 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

To be a member in good standing of the Student Chapter of the SCFVD at The Ohio State University, the following criteria must be met:

- Student members must be enrolled at The Ohio State University College of Veterinary Medicine full time and have an interest in veterinary dentistry.
- To Become a member students must pay dues to the treasurer prior to the start of the semester. Dues may change depending on school year but will remain for the entirety of the school year.
- To remain a member in good standing, students must pay dues yearly to the current treasurer. Dues may change depending on school year but will remain for the entirety of the school year.

Once individuals meet the eligibility criteria they will be selected as members of the club and registered as a club member on the student organization management system.

Dues and assessments of the association shall be determined annually by its current officers.

- A member shall be delinquent if his/her dues are not received by the end of the semester for which they are due
- Persons who have had their membership revoked for nonpayment of dues may be reinstated, at the discretion of the officers, upon payment of dues for the current year

Section B. Membership Selection

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. Membership selection is open to all who show interest in veterinary dentistry as well as furthering their education. The SCFVD has an open membership policy and continuing acceptance, where anyone that wants to join and meet the criteria (mentioned in section A) can join the club at any time throughout the academic year. The club does not have a cap on the number of individuals chosen to be members, and does not require a vote for member selection.

Section C. Membership Timeline

The FISCAL YEAR of this association shall be the academic calendar year (Fall and Spring semester).

Section D. Member Removal

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article V. FACULTY ADVISOR

Each SCFVD student chapter is required to have a faculty advisor is a member who is a member of the FVD.

Section A. Advisor Duties and Responsibilities

The criteria for a faculty advisor are as follows:

- The faculty advisor must be an FVD member in good standing with the national organization
- The faculty advisor must be affiliated with a veterinary school in a professional position, as faculty member, adjunct faculty member, and/or clinician

The faculty advisor is required to:

- Represent and promote the FVD to student members
- Contact the student chapter president and practitioner advisor to coordinate semester activities
- Attend student chapter functions and activities as much as possible, especially when all student and faculty members are scheduled to be present
- Promote and provide leadership in organizing speakers, wetlabs and fundraising activities with the officers
- Tell interested student members about the educational opportunities, benefits, goals and activities of the FVD
- Develop and maintain communication with the dean's office to keep it informed of FVD on-campus activities
- Assist in finding their replacement, when needed

Section B. Advisor Term

Advisor term requirements are to commit to a two-year term that may be repeated. Advisors must complete the required training to keep their role.

Section C. Advisor Selection

The faculty advisor shall be elected by majority vote when needed at specified times set by the officers of the OSU Student Chapter of the FVD and approved by majority vote of members present.

Section D. Advisor Replacement

In the event of needing an advisor replacement, whomever the previous advisor deems a good replacement will become the interim advisor. The OSU Student Chapter of the FVD can vote if the proposed advisor should be elected.

Article VI. Organization Leadership

Section A. Officer Positions

A President, Vice-President, Secretary and Treasurer shall work together to run the OSU Student Chapter of the SCFVD.

- The **President** will work as a liaison between the OSU Student Chapter of the SCFVD and FVD national, sending requested correspondence, including an officer and general membership list for each year, and communicating with them as needed. The President shall organize dates, times and locations of all of the association's activities, including meetings, wetlabs and fundraisers. The President shall organize speakers, food and company sponsorship for each meeting, in coordination with the other officers. All equipment, faculty, and/or staff needed to obtain necessary equipment or run the activity

properly should be arranged by the President in advance of that activity. The President shall communicate with company student representatives to sign up for activities to raise money for SCFVD events. The President will make certain that each club and board meeting is well-planned and organized, flows smoothly, ends on time and that each member feels included and educated. The President shall arrange and lead officer meetings. The President will communicate directly with the faculty advisor, keeping them updated and informed on SCFVD activities and obtaining assistance when necessary. The President shall transmit to this club for its approval or disapproval all ideas and plans proposed by the national chapter. The President is responsible for overseeing that the mission of the club is well articulated and continuously monitoring the club's progress toward goals and the activities of all officers. The President should be available and accessible to all officers and members as often as necessary. The President can delegate any tasks to other club members as needed. The President will train the incoming President at the end of the academic year.

- The **Vice-President** will help to organize and coordinate association activities along with the rest of the officers. The Vice-President shall be available to help the president and to step in and perform the president's responsibilities if he/she must be absent. The Vice-President shall acquire member feedback and review of the organization and report back to the president so as to better the organization for its members. The Vice-President will oversee and designate duties to other officers and members as needed. The Vice-President will work in conjunction with other officers to ensure that events are well-coordinated and successful. The Vice-President will train the incoming Vice-President at the end of the academic year.

- The **Secretary** will create a database of all member information at the beginning of each academic year and set up a means of reliably communicating with all members. The Secretary will take minutes at all officer meetings and will send those minutes to all officers. Information regarding association activities will be sent to all members by the Secretary. At those activities, the Secretary will keep record of member attendance. The Secretary shall ensure good communication within the officer team. The Secretary will work in conjunction with other officers to ensure that events are well-coordinated and successful. The Secretary will train the incoming Secretary at the end of the academic year.

- The **Treasurer** shall maintain all of the organization's financial responsibilities, including: cashing checks, writing checks, balancing the checkbook, and submitting a financial statement and budget at each officer meeting and at the first club meeting of the academic year. The Treasurer is responsible for all organization expenditures that bear his/her signature, and should coordinate payment and pick up for all

meeting food and beverages, when required, or designate another officer to do so if necessary. The Treasurer shall maintain a direct line of communication with other officers regarding the status of the organization's account and policies that pertain to it. The Treasurer will maintain an accurate, up-to-date ledger of expenditures, receipts and profit for the existing financial year. The Treasurer shall ensure the timely collection of revenue, including: membership dues and fundraising profits. The Treasurer will work in conjunction with other officers to ensure that events are well-coordinated and successful. The Treasurer will train the incoming Treasurer at the end of the academic year.

- The **Merchandise Chair** shall maintain all of the organization's merchandise and create new designs for future merchandise. The Merchandise Chair shall work with the President and the Treasurer to determine how much funds can be spent on purchasing new merchandise. The Merchandise Chair is responsible for creating a digital display for the Chapter to be showcased in the Veterinary Medical Center.

- The **Wet Lab Coordinator** shall maintain all of the organization's wet labs and hands-on events for the club while coordinating with faculty, other board members, and other clubs. The Wet Lab Coordinator will work with the Treasurer to procure materials needed for the wet lab. The Wet Lab Coordinator is responsible for organizing the setup and clean up of wet labs and helping to ensure the event runs smoothly.

Section B. OFFICER ELIGIBILITY

REQUIREMENTS include: being enrolled in school and showing interest in becoming an officer of the club. The executive team shall notify the veterinary student body of elections and have an application on why they are interested in the role and how they are qualified.

Section C. OFFICER SELECTION PROCESS

GENERAL ELECTIONS shall be held at least once yearly during the spring semester.

- General members shall be notified of this election in advance of the scheduled date
- Any and all general members and/or current officers are eligible to run for an officer position
- The President, Vice-President, Secretary and Treasurer shall be elected by a simple majority vote from the general membership in attendance

- Any and all votes are to be submitted at the election meeting by those in attendance
- Any additional officer positions shall be approved by the current officer team

Section D. OFFICER REMOVAL

If an officer fails to uphold his/her obligations as an officer of the Student Chapter of the SCFVD (as listed in Article VI, Section A), the club may vote to dismiss the officer. A 2/3 majority vote of all members present is necessary for an officer to be dismissed.

SPECIAL ELECTIONS may be held if an officer resigns his/her position or is dismissed according to the rules in Article VI, Section C.

- These elections may be held at any time deemed necessary by the officers and must be approved by a majority vote of general members. Otherwise, special elections shall follow the same regulations as general elections

MEETINGS

Section 1. Regular meetings of the OSU Student Chapter of the FVD shall be held once per semester, when possible, as determined by the officers. Meetings may be held more frequently as long as notice is permitted for the general membership.

Section 2. All regular meetings shall be open to any person associated with the Ohio State College of Veterinary Medicine that wishes to attend. Special seminars and wetlabs may have an entry-charge or other requirement. of non-members.

Section 3. A majority vote is needed to pass all motions.

Section 4. The officers of the OSU Student Chapter of the FVD may decide the order of business for all meetings.

PARLIAMENTARY AUTHORITY

A revised "Roberts Rules of Order" shall govern the conduct of meetings when not covered by the bylaws or a higher law of "common sense."

RELATIONSHIP TO AVDS NATIONAL

Details of the working agreement between FVD and the OSU Student Chapter of the FVD shall be determined by the officers of the OSU Student Chapter of the FVD.

Article VII. DISSOLUTION

Section A.

The association may be dissolved by a 2/3 majority vote of the membership eligible to vote. Such dissolution shall be effective ninety (90) days after such a vote is taken, provided all outstanding obligations of the OSU Student Chapter of the FVD have been satisfied.

Section B.

In case of dissolution of the OSU Student Chapter of the FVD, its assets shall be dedicated to SCAVMA. Any debt or financial obligations will be handled prior to dissolution and transfer of finances/assets to SCAVMA. Debt and Financial obligations can be rendered with the club bank account prior to dissolution.

Article VIII. CONSTITUTIONAL AMENDMENTS

The above bylaws may be amended at any regular meeting of the OSU Student Chapter of the FVD by a fifty percent (50%) vote of the active members present. The proposed amendment shall be in the possession of the Secretary no less than 10 days before the meeting to provide ample opportunity for the consideration by the officers and general membership.

ADOPTION OF BYLAWS

Adoption of these bylaws shall be by affirmative ballot of the majority of members present. These bylaws shall be made available for evaluation prior to the meeting in which they will be voted on.

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