

Student Chapter of the American Society of Laboratory Animal Practitioners **at The Ohio State University** **Student Organization Constitution**

ARTICLE I. NAME OF ORGANIZATION

Student Chapter of the American Society of Laboratory Animal Practitioners at The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

The purpose of the Student Chapter of the American Society of Laboratory Animal Practitioners is to foster educational activities in the veterinary specialty of Laboratory Animal Medicine and to familiarize the members with standards and regulations pertaining to this discipline.

1. To provide a means of increasing clinical experience in the medical and surgical treatment of traditional laboratory animal species as well as the laws and acceptable practices pertaining to their husbandry and care.
2. To increase awareness of post-doctoral instructional opportunities in Laboratory Animal Medicine and Comparative Biology and Pathology.
3. To expose students enrolled in the College of Veterinary Medicine to the field of Laboratory Animal Medicine as a potential career choice.
4. To serve as representatives for members of the Chapter to the Student Chapter of the American Veterinary Medical Association as well as the American Society of Laboratory Animal Practitioners and other national veterinary organizations.
5. To promote the importance of humane biomedical research for the benefits of humans and animals to the veterinary students attending Ohio State University as well as to the general public.

The Chapter shall operate in a way consistent with the provisions of an official charter granted by the American Society of Laboratory Animal Practitioners.

The Chapter shall be self-governing in all manners not in conflict with the provisions of the Constitution.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Student Chapter of the American Society of Laboratory Animal Practitioners 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

Student Chapter of the American Society of Laboratory Animal Practitioners 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

Student Chapter of the American Society of Laboratory Animal Practitioners 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

Membership is open to any student enrolled in the College of Veterinary Medicine at The Ohio State University who maintains membership in the Student Chapter of the American Veterinary Medical Association and is interested in laboratory animal medicine.

For a student to be a member in good standing with Chapter he or she shall meet the following requirements.

- a. Payment of dues set forth by the Chapter.
- b. Attending one lecture, lab, or club event per academic year. Ideally giving at least 24 hours in event of a cancellation needed for signed up events.

No student meeting the other criteria for membership as listed in this constitution may be denied membership or otherwise discriminated against on the basis of race, color, creed, religion, sex, sexual orientation, national origin, age, handicap, marital status, or veteran's status. Other persons whom the Chapter may see fit to elect shall be Honorary Non-voting members.

Section B. Member Selection

Any current 1st-4th year DVM student paying yearly dues to the club treasurer becomes a member. They will then be approved online on the Student Organizations page upon request online. No selection process requiring an application or interview is required.

Section C. Membership Timeline

Members are encouraged at any time to join the national American Society of Laboratory Animal Practitioners as student members. Once student dues are paid, they can be added or approved on the student organization online page immediately.

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, or fails to maintain eligibility, that member may be expelled from membership at any meeting by a two-thirds vote of a quorum of the general membership.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisor duties:

- a. Shall serve as advisor to the Chapter.
- b. Shall attend or be represented at all meetings of the Chapter.
- c. Shall be consulted on all amendments to the Constitution and Bylaws and financial transactions.

Section B. Advisor Term

The Faculty Advisor shall serve on a yearly basis with the opportunity to electively continue this position in the following term upon the condition of simple majority executive board approval vote for continued service.

Section C. Advisor Selection

The Faculty Sponsor shall be a Doctor of Veterinary Medicine engaged in the practice of Laboratory Animal Medicine and shall be a member of the American Society of Laboratory Animal Practitioners. The advisor serving the previous academic term is selected for continued service if amenable, with majority approval from the executive student board.

Section D. Advisor Replacement

An advisor may voluntarily resign from his or her position with a one-month notice presented in advance to the executive board.

If the association advisor fails to perform their ascribed duties they will be subject to forced removal of office by a majority vote by the executive board.

If the advisor is unable to continue service or not approved by the majority board of student executives, the position will be offered to other qualified person(s) requiring a simple majority of the executive board for approval.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Officers of this Chapter shall consist of President, Vice President, Secretary, Treasurer, and Merchandise Chair. The President and Vice President shall serve as delegates to the Student Chapter of the American Veterinary Medical Association. The officers shall continue in office for one term or until their successors have been elected and installed.

The President shall be the chief executive officer of the Chapter.

President duties:

- a. Shall preside at all meetings of the Chapter. In the absence of the President, the President-elect shall preside at the meetings of the Chapter.
- b. Shall appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
- c. Shall serve as Alternative Representative to the Student Chapter of the American Veterinary Medical Association.
- d. Shall vote only in the case of a tie vote.
- e. Shall be custodian of the cash resources of the Chapter in the absence of the Treasurer.

Vice President Duties:

- a. Shall serve as the Representative to the Student Chapter of the American Veterinary Medical Association.
- b. Shall preside at all meetings of the Chapter in the absence of the President.
- c. Shall aid and assist the other officers of the Chapter in every way possible.

Treasurer Duties:

- a. Shall be custodian for the cash resources of the Chapter.
- b. Shall receive and hold all money of the Chapter.
- c. Shall keep careful account of the same and make such disbursements as the Chapter may direct. The repository of the Chapter's cash resources shall be selected by the Chapter.
- d. Shall present a financial report as requested by the President.
- e. At the completion of the collegiate year, shall balance accounts and then turn the records over to the Faculty Advisor.

Secretary Duties:

- a. Shall take the minutes of each meeting and shall maintain an accurate record of attendance.
- b. Shall prepare reports for each meeting.
- c. Shall supply the Board of Directors of the American Society of Laboratory Animal Practitioners with an annual report at the end of spring semester each year.

Merchandise Chair:

- a. Shall design and/or update designs within OSU standards, ensuring proper use of images and logos.
- b. Shall promote any custom merchandise through social media or email list servers.
- c. Shall keep track of order numbers, cost, and distribution in any merchandise sales.

Section B. Officer Eligibility

No student shall be a candidate for any Student Chapter Office unless he or she is a member in good standing and a full-time student of The Ohio State University College of Veterinary Medicine. Officers are required to maintain a minimum GPA of 3.0.

Section C. Officer Selection Process

All officers shall be elected by ballot in accordance with customary parliamentary procedures. A majority vote shall be required for election. Election of officers and their installation shall take place at the last business meeting of the Spring term. Only members in good standing shall be privileged to vote.

Section D. Officer Removal

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is in violation of the OSU Student Code of Conduct, fails to maintain eligibility, or fails to fulfill their duties, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, under the counsel of the advisor.

An officer may voluntarily resign from his or her position with a one-month notice presented in advance to the executive board.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

This organization may be dissolved at any time with a majority vote of club officers and members. Notification of such is immediately required to the national chapter level.

Section B. Dissolution Procedures, including Assets and Debts

Any assets or debts should be evenly split between the ranking officers. This should be managed by the Treasurer.

All major expenditures (>\$50.00) shall require a majority of affirmation vote of the members present. Fifty dollars or less may be approved by the Faculty Advisor and reported at the next meeting.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Section 1. Constitutional amendments shall be approved by a two-thirds vote of the members of the Chapter in attendance at a regular meeting at which a quorum is present. Proposed amendments shall be presented to the Board of Directors of the American Society of Laboratory Animal Practitioners for approval at least three months before final action is taken.

Section 2. The Student Chapter Secretary shall advise the Board of Directors of the American Society of Laboratory Animal Practitioners of any amendments made to the Bylaws.

Section 3. This Constitution and Bylaws shall go into effect upon approval by the Board of Directors of the American Society of Laboratory Animal Practitioners and by the Student Chapter of the American Veterinary Medical Association at The Ohio State University.

Section 4. The Bylaws may be amended by written resolution presented to the officers and Chapter at least one month in advance before final action is taken. A majority vote of the quorum present shall be required for passage.