

Asians In Veterinary Medicine

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Asians In Veterinary Medicine (AIVM)

ARTICLE II. ORGANIZATION PURPOSE

AIVM is an affinity group formed to celebrate Asian culture as well as foster and bring awareness about the Asian community. This group welcomes with open arms any student, staff, and/or faculty within the College of Veterinary Medicine interested.

Section 1. By holding meetings, cultural events, and collaborating with other interprofessional organizations, Asians in Vet Med hopes to strengthen and empower the Asian community within the college. In doing so, we aim to foster diversity and inclusion as well.

Section 2 - Non-Discrimination Policy: This organization and its members shall not discriminate 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 Ohio State University guidelines.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

AIVM 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

AIVM 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

AIVM 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

AIVM shall be composed of veterinary students, faculty, and staff at The Ohio State University College of Veterinary Medicine wishing to remain active as members.

Section B. Member Selection

AIVM members will not be selected or exclusive. All who are interested and sign up to be included in our email list shall be considered members. No membership dues will be required or enforced.

Section C. Membership Timeline

AIVM members will be members until graduation or until the individual would like to terminate their membership via email. Individuals can request to become members and become added to the email list on an open rolling basis at any point in time, and can be added by just reaching out to the President or Secretary. Said executive member will then add them to the email list.

Section D. Member Removal

AIVM Executive Board may evaluate a member's membership status for termination if their actions fail to reflect the goals and mission of the organization at that of The Ohio State University College of Veterinary Medicine. A plurality of the votes cast in ballot at an executive meeting of the officers of the Group shall be necessary to:

- a. Set a probationary period for members whose conduct violates the Group's mission.
- b. Terminate the membership of members whose conduct violates the Group's mission.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisor for AIVM shall be responsible for supporting and guiding executive board members in achieving their goals and mission of the organization. They will also be required to complete the training and submit appropriate Student Organization documents as outlined in the Student Organization Management System

Section B. Advisor Term

Advisor's term for AIVM shall extend 1 year from their date of assignment/election.

Section C. Advisor Selection

Advisor(s) for AIVM must be full-time members of The Ohio State University College of Veterinary Medicine faculty or administrative and professional staff. An advisor who is not a member of the college can be selected, but MUST be paired with a co-advisor who is a member of the University classifications. AIVM Executive members will meet in-person or over Zoom to nominate faculty/staff for potential advisor(s). These individuals will then be notified and have 2 weeks to accept or decline. The executive board will then anonymously vote on approved candidates, and a $\frac{2}{3}$ majority vote must occur to come to a decided advisor.

Section D. Advisor Replacement

If an advisor elects to abdicate their position or not renew their position in the following academic year, they must inform the AIVM's President, Vice President(s), and President Elect with a 30 day notice to their abdication unless the advisor can provide a replacement recommendation. The process to find an advisor mentioned in Section C will then be repeated- i.e. executive board will nominate, notify individuals, vote, and $\frac{2}{3}$ majority will decide the advisor successor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President: The President will act as the primary liaison between the organization, SAVMA, and the National AIVM organization. The President will also be charged with the initiation and organization of events, fundraising experiences, and executive board meetings. The President will delegate responsibilities to all other executive board members and provide support and assistance when needed. Serving as President Elect for the prior year must be required before stepping into the position of President. The President will also be required to undergo the yearly President training required by the University.

Co-Vice Presidents: The Co-Vice Presidents will assist the President and other executive members when requested. They shall preside over general body meetings and executive board meetings in the absence of the President. Should the President position fall vacant for whatever reason, the Co-Vice Presidents will assume the position with the assistance of the President Elect.

President Elect: The President Elect will assist the President and all other executive board members to best learn how the different positions all operate and work. The President-Elect will preside over general body meetings and executive board meetings with the President. Should the President position fall vacant for whatever reason, the President-elect will assume the position with the assistance of the Co-Vice Presidents.

Secretary: The Secretary will be charged with keeping minutes of the general body and executive board meetings. They will also act as the primary correspondence between AIVM, the organization's general body membership, and the College/University.

Treasurer: The Treasurer will handle all finances of the organization and keep an accurate record of the group's financial status. The Treasurer is in charge of setting up a Venmo and bank account for the organization, as well as assisting in the process of transferring account information to their

successor. The Treasurer will be responsible for applying for grants, stipends, and scholarships for the organization. The treasurer will complete the annual Treasurer training required by the University. Should the organization dissolve the Treasurer, with the assistance of the President and Co-Vice President, will be in charge of selecting an organization that the remaining funds will be distributed to.

Co-Event Coordinators: The Co-Event Coordinators will serve as the primary liaison for cooperation with other student organizations and outreach, including vendors and venues. Ensure that there is an open and effective flow of communication between different parties. Relay important information, updates, and decisions in a timely and clear manner. They will collaborate with one another and other executive board members to design, conceptualize, and propose culturally related event ideas that align with the club's mission to create a sense of belonging for students in the College of Veterinary Medicine community. The Co-Event Coordinators will also have the responsibility of gathering feedback post-event from attendees to assess the success of the event and to help improve future planning and experiences

Co-Merchandise Chairs: Co-Merchandise Chairs will be in charge of collaborating with the Creative Design Chair and Events Chair to promote items. Ensure that the Treasurer is aware of merchandise costs. Should a large expense be expected, discussion and approval with the Treasurer, President, and President-elect should occur. The Co-Merchandise Chairs will get all designs approved through the correct avenues as required by the University prior to promotions and sales.

Social Media and Design Chair: The Social Media and Design Chair will advertise upcoming events on various social media platforms such as Facebook and Instagram at least 1 week prior to the event, and throughout the week before the event. The Social Media and Design Chair will relay messages or inquiries that were received on social media to the executive board members and organization. The Social Media and Design Chair will assist with event promotion and awareness by creating necessary posters, flyers, forms, and files. Collaborate with the Merchandise Chair and the Events Chair for engagement and involvement of the student body.

Section B. Officer Eligibility

All officers and candidates must be currently enrolled, full-time students at The Ohio State College of Veterinary Medicine and must be in good academic standing.

Section C. Officer Selection Process

Officer election for AIVM's next academic year's executive board will take place in February every year. Each candidate will submit their application to the current executive board and the current executive board members will take an anonymous vote. No President position will be up for nomination/running, this position will be succeeded by the current President Elect. The President Elect position must be filled by a current VME I or incoming VMEI so that they may experience a full term and learn the organization. Two-thirds majority vote will be required for the candidate to be elected into their position.

Section D. Officer Removal

Should an officer act in accordance that defies the organization's mission and goals, violates the organization's constitution or by-laws, violates the Code of Student Conduct, university policy, or local/state/federal law, that officer will be voted upon by the rest of the executive board for their removal from office. Evidence will be collected by the executive board and may be requested from any individual who reports said officer of any disorderly conduct. The President will then notify the accused officer of said accusations with the provided evidence, have 48 hours to prepare their defense, then will meet with all of the executive board in-person or over zoom to present their defense. Two-thirds majority vote will be required for the removal of the officer from their position. Should an officer be removed, the President, President Elect, and Co-Vice Presidents will all collaborate to help take on that position's duties. The Advisor will be present for this meeting to help preside over the hearing and the accused officers defense. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

Dissolution of the organization must be agreed upon by a two-thirds majority vote of the AIVM executive board. Advisors must be given notice of this decision and assist with any processes required for dissolution.

Section B. Dissolution Procedures, including Assets and Debts

The President, Vice Presidents, and Treasurer will be responsible for taking the actions to dissolve the organization after consideration of membership commitment/activity, finances, etc. Should AIVM dissolve, any assets or current financial balances the organization possesses should first be utilized to resolve any outstanding debts. If the debts exceed the assets or current financial balance, the executive board will split the costs of the remaining debt evenly. If any assets remain they should be distributed to a non-profit philanthropy organization of the executive board's choice. The executive board will vote on which organization will acquire AIVM's remaining assets and a two-thirds majority will declare the final decision. Once the dissolution has been finalized, the Student Activities staff must be contacted and the organization information shall be removed from the website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any proposed amendment of the Constitution or By-Laws must be presented in writing with the signatures of ten Executive Board members at a regularly scheduled meeting of the Group. A copy of the proposed amendment must be submitted at a regularly scheduled meeting of the Group and may be voted upon at a subsequent meeting. An affirmative vote of two-thirds of the voting membership present shall be sufficient to adopt the amendment provided a quorum is present. Copies of all adopted amendments shall be presented to each member. The Executive Board has authority to call

for a constitutional review.