

The Ohio State University
Pre-Veterinary Medical Association
OSU Veterinary Hospital
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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 at The Ohio State University.

Article II Purpose

Section 1 To provide an opportunity through which interested students may meet, 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.

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. Membership to this Organization shall not be denied to any person on the basis of sex, creed, color, religion, or national origin.

Section 2 There are two levels of membership status within the OSU Pre-Veterinary Medical Association:

In order to be considered a member in Good Standing, an individual must have attended 2 meetings (executive or general), and have paid dues in full for that quarter.

In order to be considered an Active member for the current quarter, the member must be in good standing and have paid dues for the current quarter. The member must also earn 3 additional points, all of which must be attained from an activity other than attending a meeting.

Section 3 Points are accumulated from meetings, socials, fundraising, and community service activities. 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 or the Pre-Vet Club. Half points may be awarded to

members for missed general meetings with a valid excuse as determined by the Executive Board. A member of the Executive Board must be notified of the absence within 24 hours before the general meeting.

Section 4 The said organization will not be obligated to advance funds to individuals who are not Members in Good Standing.

Article IV Qualifications and Naming of Officers and Chairpersons

Section 1 The officers of the organization shall be President, Vice President, Secretary, Treasurer, The College of Food, Agricultural, and Environmental Sciences (CFAES) Representative, Fundraising Chair(s), Historian, Program Chair, Publicity Chair, The Ohio State University Representative to the Student Chapter of the American Veterinary Medical Association (SCAVMA), Social Chair(s), Technical Services Chair, Tour Guide Chair(s) and any others decided by the Executive Board.

Section 2 Nominees for office shall have been Active Members for two quarters preceding the election. In addition, nominees must have attended at least two executive board meetings during the current academic year, prior to an election. Exceptions may be made by petitioning the Executive Board.

Section 3 Officers and Chairpersons must be attending The Ohio State University for the duration of their term.

Section 4 Officers and Chairpersons shall forfeit their position if unable to attend the required meetings due to study abroad or non-academic factors unless they hold a co-chair position.

Article V Executive Board

Section 1 The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, The College of Food, Agriculture, and Environmental Sciences (CFAES) Representative, Fundraising Chair(s), Historian, Program Chair, Publicity Chair, The Ohio State University Representative to the Student Chapter of the American Veterinary Medical Association (SCAVMA), Social Chair(s), Technical Services Chair, Tour Guide Chair(s) and any other elected chairperson(s). The board shall also include the Faculty Advisor.

Section 2 Executive Board meetings shall be held at the discretion of said Board. Executive Board meetings are open to all members of the organization, unless otherwise announced at least one week in advance.

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

Section 4 All elected officers and chairpersons are expected to attend all the Executive

Board meetings. If the President or Secretary is informed of an absence with a valid reason 24 hours prior to Executive Board meetings, then the officer or chairperson will be excused.

Section 5 In order for a member of the executive board to be active, they must have attended 75% of the meetings, and have received at least one point from an outside meeting and one point from an activity not initiated by their chair.

Article VI Duties of Officers

Section 1 It shall be the duty of the President to arrange and preside over all meetings, to appoint committees subject to the approval of the Executive Board, and to cast the deciding vote in the case of a tie. The President is also responsible for registering the club each year at The Ohio State University and maintaining the Pre-Vet/Veterinary Student Mentorship Program. Additionally, the President is to supervise the expenses and earnings recorded by the Treasurer.

Section 2 It shall be the duty of the Vice President to preside in the absence of the President, to oversee all of the club's community service activities and the activities of the service committee. At least three service activities shall be planned in which at least five members attend per quarter.

Section 3 It shall be the duty of the Secretary to record Minutes of all general and executive meetings, to keep a record of all the names and addresses of all members, and to carry on all correspondence. Correspondence duties may be performed in conjunction with the Technical Services Chair.

Section 4 It shall be the duty of the Treasurer to receive and transfer all funds of the Association and to keep an itemized account of monetary transactions. The Treasurer is to provide the President with a record of all transactions quarterly. The Treasurer must serve on the scholarship committee; the Treasurer may serve as the Chair of the scholarship committee or appoint another member of the committee to serve as the Chair. It shall also be the duty of the Treasurer to financially oversee the club's fundraising activities while communicating with the fundraising Chair.

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 discussed at said meetings at the general meetings. It shall also be the duty of the CFAES Representative to report to the CFAES all pertinent PVMA function.

Section 2 The duties of the Fundraising Chair(s) shall be as follows: To provide activities and opportunities for the Association's members to raise funds for the use of the

Association or other previously specified organizations. There may be up to two co-chairs elected. The Fundraising Chair is also responsible for heading the Fundraising Committee. At least one fundraising activity shall be planned per quarter in which at least five members participate.

Section 3 The duties of the Historian shall be as follows: To keep written and photographic records of the Association's activities and events throughout the year of their term and to maintain the Association's bulletin board. The Historian will be responsible for submitting pictures to the Technical Services Chair to be posted on the Association's website.

Section 4 The duties of the Program Chair shall be as follows: To obtain an appropriate program or speaker for all the Association meetings and to reserve the facilities for the club meetings. Any costs incurred must be approved by the Executive Board prior to the confirmation of the said speaker or program. The Program Chair will also be responsible for creating and updating the Association's calendar.

Section 5 The duties of the Publicity Chair shall be as follows: To prepare flyers announcing meetings and activities and to distribute them to the membership for posting, to contact the Lantern and any other appropriate means of advertising of the Association's meetings and activities. The Publicity Chair shall also be responsible for the Association's participation in the Homecoming Parade and the fall, winter and spring involvement fairs. The amount of money allotted to the Publicity Chair shall be determined by the Executive Board prior to any expenses incurred.

Section 6 The duties of the SCAVMA Representative shall be as follows: To attend all SCAVMA meetings, to report all pertinent information of PVMA to SCAVMA, to report the general membership all pertinent SCAVMA information, and to coordinate all activities between the two, and, when asked, to coordinate PVMA's participation in the Midwest Veterinary Conference hosted by OVMA.

Section 7 The duties of the Social Chair(s) shall be as follows: To organize and run social events for the Association's members and to procure food for meetings decided on by the Executive Board. The Social Chair is responsible for heading the Social Committee and planning at least two events per quarter that at least ten members can participate in. There may be up to two co-chairs elected for the position of Social Chair.

Section 8 The duties of the Technical Services Chair shall be as follows: To maintain and update the Pre-Veterinary Medical Association website, administer the OSU PVMA email account, and provide additional computer support to the OSU PVMA as needed.

Section 9 The duties of the Tour Guide Chair shall be as follows: To coordinate tour guides to give tours of the veterinary hospital in accordance with the Student Affairs office. This Chair may be held by an Executive Board member who holds another office as well.

Article VIII Committees

Section 1 Service Committee: Meetings will be held at the discretion of the Service Committee Chair. Meetings will consist of coordinating service events and developing new ideas for service events. It is also the responsibility of the service committee to update the general and executive members of the club about their events.

Section 2 Scholarship Committee: It is the purpose of the Scholarship Committee to devise a system for developing and collecting applications for the PVMA Scholarship. The scholarship committee must have a Chair, which will be either the Treasurer of the Club or another elected member of the Fundraising Committee. The Scholarship Committee may elect the Chair internally; in the event of a conflict, the Scholarship Committee may bring their election to the Executive Board where a Scholarship Committee head will be elected. The Chair is unable to apply for the scholarship during the year they serve as the Chair, in following years however, the Chair may apply for the scholarship. Scholarships may be given every year or at the discretion of the Scholarship Committee. Amount of scholarships will be determined by vote of the current executive board. The Committee may give a scholarship to one member who has been accepted to veterinary school and one scholarship to a member who has shown all the qualities valued in our members. It is the responsibility of the committee to work with the entire Executive Board as well as the Fundraising Chairs for accessing the funds needed to support the scholarship.

Section 3 Fundraising Committee: It is the purpose of the Fundraising Committee to develop and coordinate all fundraising events for the club. It is also the responsibility of the Fundraising Committee to update the general and executive members of the Club about their events.

Section 4 Social Committee: It is the purpose of the Social Committee to develop and coordinate all social events for the club. It is also the responsibility of the social committee to update the general and executive members about their events.

Section 5 Tour Guide Committee: It is the purpose of the Tour Guide Committee to schedule guides to lead tours of the veterinary hospital and to teach members how to become tour guides.

Section 6 All committees will form on a volunteer basis and are open to all general members

Section 7 All committees must hold at least one meeting per quarter. The times of these meetings will be held at the discretion of the Chair in accordance with the availability of the members of the committee. The Chair must be present at these meetings.

Section 8 Members will receive a point for each committee meeting they attend.

Article IX Elections of Officers and Chairpersons

Section 1 Each officer and chairperson shall be separately elected by secret ballot in the order of Present, Vice President, Secretary, Treasurer, and so on.

Section 2 Officers shall be elected for a term of one year at the first general meeting of the spring quarter.

Section 3 The nominations for offices will be held at the last meeting of winter quarter with additional nominations considered from the floor prior to elections.

Section 4 The newly elected officers will attend two executive meetings during which the previous officers and chairs will continue to serve as their respective chairs. During this time it is the responsibilities of the old executive members to share all information and materials of their office thereby acquainting the new officers with their elected duties.

Section 5 At the third general meeting of the quarter the new officers and chairs will assume the responsibilities of their elected position.

Section 6 Vacancies occurring in any office or chair, except in the office of the President, shall be filled by a special election for the remainder of the term. In the event of 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.

Section 7 In the event that a special election is held during the first two quarters of the year, eligibility to run for office shall be determined as follows: nominees shall have been Active Members for two quarters during the year preceding the election. 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. The outcome shall be announced at the general meeting following the vote.

Article X Faculty Advisor

Section 1 The Faculty (Co-)Advisor shall be a faculty and/or staff member of the OSU College of Veterinary Medicine.

Section 2 In the event of a vacancy of office, a request shall be submitted to the Dean of the College of Veterinary Medicine to appoint a new advisor. If the advisor is relieved from duty, a request to the Dean shall be submitted.

Article XI Dues

Section 1 Dues shall be set at a specified amount each year by vote of the Executive Board.

Section 2 Dues must be paid in full by the third general meeting of the quarter the individual seeks membership. Dues must be paid every year. Extenuating circumstances will be considered for all members.

Section 3 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.

Article XII Meetings

Section 1 Meetings shall be held twice per month during autumn, winter, and spring quarters. The dates, places, and times for meetings will be decided by the Executive Board. Summer meetings shall be held at the discretion of the Executive Board.

Section 2 The Executive Board shall have the power to change the date, time, or place of the meetings if deemed necessary provided that an advanced notice of the change be circulated at least 48 hours prior to the proposed date.

Article XIII Voting

Section 1 A vote on issues other than those specified in this Constitution shall be carried out by a majority of members present. The following issues are a mandatory two-thirds vote: money issues excluding publicity, food, meeting supplies, 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 Only members present in Good Standing or Active status are eligible to vote. Voting on Constitutional amendments will be a three meeting process. The change will be proposed at the first executive meeting, presented to the general membership at the next general meeting and the vote will commence at the next executive meeting.

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