

# One Health Club Constitution, April 2009

## Colorado State University

### ARTICLE I – NAME

The name of the club shall be: One Health Club (hereafter referred to as “OHC”)

### ARTICLE II – PURPOSE

The purpose of this organization shall be:

- 1) To support the One Health Initiative through organized involvement and collaboration with the environmental, public, and animal health communities.
- 2) To support programs that endeavor to reduce human and animal disease and disability and improve human and animal population well-being.
- 3) To strive to improve communication, encourage collaboration, and enhance integration of animal, human, and environmental health for the benefit of all.

### ARTICLE III – MEMBERSHIP

- Section 1 Active membership is open to all full-time students of Colorado State University and Colorado School of Public Health with the right to vote and hold office.
- Section 2 Full-time, regularly enrolled students enrolled in a graduate or professional program are eligible to hold an officer position.
- Section 3 Honorary members shall include any person already holding a graduate or professional degree. Honorary members are not allowed to vote or hold office.
- Section 4 Meetings shall be open to the greater Colorado State University communities who have an interest in the One Health Initiative; they may not vote or hold office.
- Section 5 Membership Rules of Order: Members should have an interest in supporting the goals of the One Health Initiative. Colorado State University’s recognized student organizations shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.
- Section 6 Membership dues are paid annually as determined by the Executive Board.
- Section 7 The decision to remove a member can be made by a two-thirds majority vote of the OHC Executive Board. Adequate written notice (7 days minimum) is required to remove a member.

### ARTICLE IV- EXECUTIVE BOARD

- Section 1 The governing body of this organization shall be the Executive Board.
- Section 2 The membership, terms of office, method of selection, and filling of vacancies shall be provided in the Bylaws.

## ARTICLE V- OFFICERS

- Section 1 The officers shall include the President, the Vice-President, the Secretary, the Treasurer, and any other officers as may be provided by the Bylaws.
- Section 2 Each officer shall be chosen as provided in the Bylaws and shall serve until their successors have been elected and installed. The eligibility, the tenure, the duties, and the method of selection shall be prescribed in the Bylaws.
- Section 3 The decision to remove an officer can be made by a two-thirds majority vote of both the OHC Executive Board and the members of OHC. Adequate written notice (7 days minimum) is required to remove a member.

## ARTICLE VI- AMENDMENTS

- Section 1 Amendments to this constitution shall be presented to the Executive Board for discussion prior to presentation to OHC.
- Section 2 Amendments to this constitution shall be in writing and shall be presented at a regularly scheduled meeting of OHC at least two weeks before the meeting at which final action is to be taken.
- Section 3 This constitution may be amended, altered, or repealed by a vote of not less than two-thirds of the members of OHC at a meeting in which there is quorum present.

# Bylaws

## 1. One Health Club

101. Regular meetings of OHC shall be convened at least once a month during the school year. The time and location of the meeting shall be decided by the Vice-President as outlined in his/her duties.
102. Special meetings may be called at any time by the President with the approval of the Executive Board, or by petition to the Executive Board of at two-thirds of the members of OHC.

## 2. Officers

201. The officers of this organization shall be the President, the Vice-President, the Secretary, the Treasurer, and other members of the Executive Board.
202. Candidates for any officer position must be a member of OHC in good standing for at least one year. A member in good standing shall be defined as one who is a dues-paying member of the club.
203. During the interval between the meeting at which nominations are made and the date of election, the Executive Board shall determine the eligibility of all nominees for office.
204. All officers shall assume office on June 1st of the year in which they were elected.
205. The President shall:
  - a. Be elected as provided in these Bylaws.
  - b. Serve a term of office of one year.
  - c. Be the chief executive officer of OHC.
  - d. Maintain communication with all affiliate organizations and facilitate the growth and expansion of student organizations participating in the One Health Mission.
  - e. Preside at all OHC meetings.
  - f. Appoint all regular and special committee chairs and shall promptly fill vacancies in the membership of the committees.
  - g. Serve as Chairperson of the Executive Board.
  - h. Act as the voice of OHC when requested or seen to be needed in interaction with the faculty, administration, staff, and/or other students.
  - i. Reserve the room for Executive Board meetings.
206. The Vice-President shall:
  - a. Be elected as provided in these Bylaws.
  - b. Serve a term of office of one year.
  - c. Preside at all meetings of OHC and the Executive Board in the absence of the President.
  - d. Assist the other officers of OHC as needed.

- e. Schedule and organize speakers or entertainment for the regular meetings of OHC and reserve the room.
- f. Oversee fundraising activities and establish committees of club members in good standing to assist with fundraising activities.

207. The Secretary shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Take and maintain accurate minutes on all business of OHC meetings.
- d. Send thank you notes to speakers and all funding sources.
- e. Provide all new officers with a copy of the Constitution and Bylaws, after updating any amendments.
- f. Maintain the files of the Club.
- g. Maintain the membership records of OHC and actively recruit new membership.
- h. Oversee the OHC website.

208. The Treasurer shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Be the sole custodian of the financial resources of OHC and shall receive and hold all monies of OHC in a depository selected by the Executive Board.
- d. Keep a careful account of all income, expenses, and assets of OHC and make such disbursements as OHC may direct.
- e. Be responsible for the handling of OHC dues.
- f. Attend all meetings of OHC and the Executive Board and report on the financial accounts of OHC.
- g. Be responsible for the preparation of the budget for the fiscal year.

209. Public Health Outreach Coordinator shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Currently have or be pursuing a Masters of Public Health.
- d. Actively pursue member opportunities relative to the field of public health.
- e. Initiate opportunities for community education relative to public health.
- f. Actively research up-and-coming topics in public health.
- g. Act as the liaison to the Colorado School of Public Health.
- h. Be present at all OHC community outreach events.
- i. Establish committees comprised of club members in good standing to assist in accomplishing his/her responsibilities.

210. Public Relations Officer shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Work closely with the club president and the club faculty adviser to identify opportunities and strategies to promote the OHC mission, and to gain exposure for OHC initiatives and sponsored events.

- d. Write club announcements, public service announcements, press releases, brochures or flyers as requested by, and with the approval of, the club president and faculty adviser.
- e. Work in coordination with the designated media relations specialist in University Relations Department to ensure that all public service announcements or press releases are distributed to the appropriate audience(s), received in a timely manner, and provide any further information or assistance to assure success.
- f. Develop beneficial relationships with key contacts both within and without the campus community that may provide opportunities for generating positive exposure for the OHC.
- g. Provide assistance in planning and executing any marketing initiatives generated and approved by the OHC board.

### 3. Executive Board

- 301. The Executive Board shall consist of the following voting members: President, Vice-President, Secretary, Treasurer, Public Health Outreach Coordinator, Public Relations Officer, the prior year's President and Vice-President, and other individuals as selected by the President.
- 302. The Executive Board shall:
  - a. Be the administrative authority and governing board of OHC.
  - b. Direct the President to report all actions of the Executive Board to OHC.
  - c. Determine eligibility of applicants for membership and judge all charges of misconduct filed against any member.
  - d. Select the depository of the funds of OHC.
  - e. Meet 15 minutes prior to a general meeting of OHC.
  - f. Review the OHC annual budget each May.
- 303. If a position on the Executive Board is vacated during a term, the President shall select a suitable member of the Club who is not currently on the Executive Board to serve until the completion of the term.

### 4. Elections

- 401. All officers shall be elected by OHC via a secret ballot in accordance with customary parliamentary procedure.
- 402. A majority vote shall be required to elect someone to an office; however, if there is only one nominee for an office, OHC may instruct the President to cast a unanimous ballot to elect the person to the office.
- 403. All officer nominations shall be made at the April meeting in the spring semester. Election of all officers shall take place by ballot two weeks after the April meeting. Officers will be announced at the May meeting of that same semester.
- 404. Only members of OHC in good standing, as defined in 202, shall be entitled to vote.

## 5. Faculty Advisors

501. One Faculty Advisor shall be selected by the members of the Executive Board. Faculty Advisors shall be selected by the Executive Board as needed to fill a vacancy. The terms of the Faculty Advisors shall begin upon selection. A decision to remove a Faculty Advisor can be made by a vote so indicating of majority of OHC.
502. Faculty Advisors shall:
  - a. Be members of the faculty of the Colorado State University College of Veterinary Medicine and Biomedical Sciences.
  - b. Serve as an advisor to OHC as a whole and attend at least six meetings of the OHC and Executive Board.
  - c. Not be eligible to vote but can offer advice to the organization.

## 6. Budget and Assessments

601. The President and the Treasurer shall submit a budget to the Executive Board in April for the following fiscal year. The amended budget shall be presented to and voted on by OHC at the May meeting.
602. All assessments, other than dues, which are necessary to meet expenses, shall require a two-thirds affirmative vote of all members of OHC.
603. Dues of \$10 shall be paid by the member for one year of membership.

## 7. Committees

701. The President shall approve the Chairperson of all standing committees, not mentioned in the Bylaws, at the beginning of the school year. If at any time there becomes a vacancy in the office of any Chairperson, the President shall approve a replacement for the remainder of the term.
702. Each Chairperson shall submit a report at meetings of the Executive Board, whenever pertinent or appropriate.
703. Each Chairperson shall submit a budget to the Treasurer at least two weeks before the budget is to be considered by the Executive Board.

## 8. Bylaws Amendments

801. These Bylaws may be amended by written resolution presented to the Executive Board and OHC at least one month before final action is taken. A two-thirds vote by the Executive Board shall be required for passage.