

# **Constitution and Bylaws**

## **North Carolina State University Student Chapter of the American Veterinary Medical Association**

### CONSTITUTION

#### ARTICLE I - NAME

The name of the organization shall be "The North Carolina State University Student Chapter of the American Veterinary Medical Association."

#### ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

1. To promote a spirit of camaraderie among the students enrolled in the course of veterinary medicine.
2. To provide an opportunity for the members to gain professional knowledge and an understanding of professional ethics and conduct.
3. To demonstrate the value of an organized effort.
4. To build character through the commendation of worthy deeds and the censure of unworthy actions of its members.
5. To develop leadership skills through training received in conducting the Chapter's affairs.
6. To make available to the students the opportunities offered by the American Veterinary Medical Association to its Student Chapters.

#### ARTICLE III - MEMBERSHIP

Section 1. Students eligible for active membership shall include all full-time students of veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by the NC State College of Veterinary Medicine.

Section 2. Active members shall pay dues as determined by the Executive Board.

Section 3. Members of the faculty and such others as the Student Chapter may see fit to elect shall be Honorary Members.

Section 4. Members in good Standing

- a. A member in good standing shall be defined as a member that has paid their annual SCAVMA dues.
- b. To be considered a member in good standing for AVMA membership application upon graduation, the member must have met all requirements for membership in good standing for at least three years of enrollment in veterinary school.

ARTICLE IV - EXECUTIVE BOARD

Section 1. There shall be a governing body known as the Executive Board of the Student Chapter.

Section 2. The number of members of the Board, their terms of office, the method of selection, and the filling of vacancies shall be provided in the Bylaws.

ARTICLE V - OFFICERS

Section 1. The officers of the Chapter shall include a president, president-elect, secretary, treasurer, and treasurer-elect. Each of these officers shall be chosen in accordance with Articles I and XIX of the Bylaws and continue in office for one term or until their successors have been elected and installed. The eligibility, tenure, duties and method of election shall be described in the Bylaws.

ARTICLE VI - AMENDMENTS

Section 1. Only with a two-thirds vote by the Executive Board and a two-thirds vote by the members of the Chapter in attendance at a regular meeting at which a quorum is present, shall the Constitution be amended.

- a. Twenty-five percent of the membership shall constitute a quorum for the transaction of business

Section 2. Proposed amendments shall be presented to the Chapter for approval at least one month before final action is to be taken.

Section 3. The Senior SAVMA delegate shall advise the SAVMA Advisor of the American Veterinary Medical Association of any amendments to the Chapter's Constitution. The American Veterinary Medical Association must approve amendments before final action is taken.

ARTICLE VII - RELATIONS WITH THE AMERICAN VETERINARY  
MEDICAL ASSOCIATION

Section 1. The Student Chapter shall operate under an official charter granted by the American Veterinary Medical Association.

Section 2. The Student Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution.

**BYLAWS**

ARTICLE I - OFFICERS

Section 1. The officers who have immediate charge of the Student Chapter affairs shall include a president, president-elect, secretary, treasurer and treasurer-elect.

Section 2. Eligibility

- a. Candidates for any Student Chapter office must be members in good standing of the Chapter. A member in good standing shall be defined as one who has been a dues-paying member of the Chapter.
- b. The president shall be a third year veterinary student; the president-elect shall be a second year veterinary student. The secretary shall be a member of the second or third year classes. The treasurer-elect shall be a member of the second year class and the treasurer shall be a member of the third year class.
- c. The Executive Board shall pass on the eligibility of all nominees for the various offices. This shall be done during the interval between the meeting at which the nominations were made and the date of the election.
- d. No more than one executive board position shall be held simultaneously by the same individual.
- e. If an office or position receives no nominees for election, then that position shall remain open until it can be filled by a qualified individual. The remainder of the active board shall perform the duties of that position until it can be filled.

Section 3. Installation

The elected officers and Executive Board members shall assume office at the last meeting of the executive board in the spring semester. First-year class SCAVMA representatives shall assume office immediately upon election.

## ARTICLE II- EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the following: President, President-elect, Secretary, Treasurer, Treasurer-elect, one representative from each class, the 2 SAVMA delegates, 2 event coordinators, 2 T-shirt room representatives, the NCSU Student Senator, the Webmaster, 2 open house representatives, the NCVMA representative, and the Online Store Coordinator.

Section 2. Non-voting Executive Board members consist of the following: 2 Faculty Advisors, the immediate past-president of SCAVMA, and College Feeding Program representatives.

Section 3. Election (See Articles I and XVIII of the Bylaws).

Section 4. The president shall preside at all meetings of the Board. The president-elect shall serve as chairman in the absence of the president.

Section 5. The Executive Board shall:

- a. Be the administrative body of the Student Chapter.
- b. Be charged with the duty of carrying out the provisions of the Constitution and Bylaws and keeping these documents current.
- c. Meet once a month during the school year to conduct business. Absences in excess of 2 per semester by any one executive board member shall be addressed at the discretion of the officers. Subgroup Presidents or designated representatives shall be present at a meeting when requested by the Executive Board to discuss club business.
- d. Pass on the eligibility of applicants for membership if deemed necessary, and upon all charges of misconduct filed against the members.
- e. Determine the annual dues with the approval by a majority vote of current SCAVMA officers, based on national SAVMA dues.
- f. Permit Chapter members who are not on the Board to attend Board meetings, but they shall have no vote.
- g. Select the depository of the Chapter's financial resources and serve as a financial committee to oversee the Chapter's financial decisions.

## ARTICLE III - PRESIDENT

Section 1. The president shall be the chief executive officer of the Student Chapter.

Section 2. Election (See Articles I and XIX of the Bylaws).

Section 3. The President shall:

- a. Preside at all meetings of the Student Chapter, to be scheduled at least three times each semester by the President or Executive Board.
- b. Appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
- c. Serve as a member of the Executive Board, ex-officio, and with the same franchise as its other members, and he shall be considered as an ex-officio member of all committees with full power to supervise and direct their work.
- d. Vote only in the case of a tie vote.
- e. Attend all meetings of the SCAVMA presidents at the AVMA Convention and SAVMA Symposium. Travel expenses related to these meetings will be paid by the Chapter.

Section 4. The president shall hold office for one year.

#### ARTICLE IV - PRESIDENT-ELECT

Section 1. Election - (See Article I and XIX of the Bylaws).

Section 2. The President-elect shall:

- a. Preside at all Chapter meetings in the absence of the president.
- b. Aid and assist the other Chapter officers in every way possible.
- c. Become familiar with the duties of the president and the policies of the organization.
- d. Develop a committee to coordinate the annual SCAVMA fund raising auction held in conjunction with the annual North Carolina Veterinary Conference.
- e. Discuss the duties of the President-Elect with the incoming President-Elect before leaving office.
- f. Attend all SCAVMA executive board meetings.
- g. Attend all meetings of the SCAVMA presidents and president-elects at the AVMA Convention and SAVMA Symposium. Travel expenses related to these meetings will

be paid by the Chapter.

- h. Coordinate SCAVMA election procedures in the spring semester for the following year's officers.

Section 3. The President-elect shall hold office for one year.

Section 4. The President-Elect shall automatically assume the office of the president at the termination of the incumbent president's term of office.

#### ARTICLE V - SECRETARY

Section 1. Election - (See Articles I and XIX of the Bylaws).

Section 2. The Secretary shall:

- a. Attend all Chapter meetings, read past minutes, record minutes, and report correspondence.
- b. Attend all meetings of the Executive Board and record minutes.
- c. Supply the AVMA with lists and other information as may be requested from time to time.
- d. Discuss the duties of the Secretary with the incoming Secretary before leaving office.
- e. Maintain the calendar of club meeting dates for each semester.
- f. Maintain a current list of club officers and SCAVMA executive board members.
- g. Organize club registration during the fall semester and maintain membership lists for all clubs.
- h. Maintain class lists and records of SCAVMA points earned by members.
- i. Maintain MSL documentation for the AVMA and submit to the appropriate representative of the AVMA when requested.

Section 3. The secretary shall hold office for one year.

#### ARTICLE VI - TREASURER

Section 1. Election - (See Articles I and XIX of the Bylaws).

Section 2. The Treasurer shall:

- a. Be the sole custodian of the financial resources of the Chapter and shall receive and hold all money of the Chapter in a depository selected by the Executive Board.
- b. Keep a careful account of all Chapter income, expenses, and assets and make such disbursements as the Chapter may direct.
- c. Be responsible for the handling of funds paid to the AVMA for student subscriptions and other items obtained from that office.
- d. Be responsible for the handling of dues paid to the Student American Veterinary Medical Association.
- e. Attend and report on the financial accounts at the Executive Board meetings and all Chapter meetings.
- f. Present a financial statement of the past year in conjunction with the proposed budget for the coming year.
- g. At the completion of the accounting year, balance the accounts and then turn the records over to a committee or agency selected by the Executive Board for audit and IRS filing if required.
- h. Plan the budget for each semester based on the funds available and the recommendations of the executive board.
- i. Present the budget each semester and monitor cash flow for events approved by the SCAVMA executive board.
- j. Announce deadlines for student funding applications each semester and collect those applications. Present the student funding applications to the SCAVMA executive board each semester for review and disperse all monies approved by the SCAVMA executive board.
- k. Have the sole responsibility for the Chapters' financial resources and record-keeping of all transactions.
- l. After the SCAVMA executive board approves the budget for the semester, prepare spreadsheets with the proposed income and approved expenses for posting on the SCAVMA website.
- m. Handle dues payments to the Student American Veterinary Medical Association each fall and ensure the members' subscriptions are paid.
- n. Audit the food room sales and work closely with the food company representatives.

- o. Ensure the clubs are paid for the dues of the club members and profits made in the T shirt room.
- p. Ensure that all donations approved by the SCAVMA executive board are made.
- q. Ensure sales tax is paid to the North Carolina Department of Revenue by the 15<sup>th</sup> of each month.
- r. Train the treasurer-elect.
- s. Upon completion of the Treasurer's term, the Treasurer shall ensure all accounts are balanced and the records are handed to the incoming treasurer for audit in July
- t. Attend all SCAVMA executive board meetings.
- u. Responsible for paying all employees of SCAVMA and filing appropriate paperwork for taxes, etc.

Section 3. The treasurer shall hold office for one year.

ARTICLE VII – TREASURER-ELECT

Section 1. Election - (See Articles I and XIX of the Bylaws).

Section 2. The Treasurer-Elect shall:

- a. Work closely with the Treasurer.
- b. Work with the Treasurer to run the last financial meeting in their second-year to design the budget for the following fall term. Become the sole custodian of the financial resources of the Chapter and receive and hold all money of the Chapter in a depository selected by the Executive Board.
- c. Audit the T-shirt sales and work closely with the T-shirt representatives.
- d. Attend all SCAVMA executive board meetings.

Section 3. The Treasurer-Elect shall automatically assume the office of the treasurer at the termination of the incumbent treasurer term of office.

ARTICLE VIII – T-SHIRT ROOM COORDINATORS

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The T-Shirt coordinators shall:

- a. Order, inventory, and oversee the sale of all SCAVMA merchandise.
- b. Maintain a handbook describing the operating procedures of the T-shirt room. Changes to the handbook shall require a majority vote by the SCAVMA executive board.
- c. Stock the T-shirt room with SCAVMA merchandise and work with club fundraising representatives to stock club merchandise.
- d. Develop a schedule for the hours of operation of the SCAVMA T-shirt room following the guidelines in the T-shirt room handbook.
- e. Maintain permanent records of the T-shirt room schedule and all transactions.
- f. Total receipts of sales, calculate club profits, and submit a deposit to the treasurer at least once a month.
- g. Obtain, set-up, and staff a fundraising booth at the North Carolina State Fair.
- h. Obtain, set-up, and staff a booth at the North Carolina Veterinary Conference.
- i. Attend all SCAVMA executive board meetings.

Section 3. A T-Shirt coordinator shall hold office for two years.

#### ARTICLE IX – EVENT COORDINATORS

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The SCAVMA event coordinators shall:

- a. Provide at least one social event for SCAVMA members and faculty each semester (such as the annual volleyball tournament and picnic).
- b. Organize the annual SCAVMA semi-formal for all faculty and SCAVMA members at the North Carolina College of Veterinary Medicine.
- c. Attend all SCAVMA executive board meetings.

Section 3. The Event Coordinators shall hold office for two years.

## ARTICLE X – WEBMASTER

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The Webmaster shall:

- a. Work closely with the executive board to maintain a current SCAVMA website, including updating the meeting and events calendar, funding applications, budgets, and list of officers, as well as any other information the Executive Board deems necessary.
- b. Train the incoming webmaster on how to maintain the SCAVMA website.
- c. Attend all SCAMVA executive board meetings.
- d. Maintain all on-line activities of SCAVMA

Section 3. The Webmaster shall hold office for one year.

## ARTICLE XI – NCVMA REPRESENTATIVE

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The NCVMA Representative shall:

- a. Act as a liaison between the NCVMA and the NCSU-CVM student body.
- b. Attend quarterly NCVMA board meetings. (4 per year)
- c. Be a voting member of the NCVMA board.
- d. Organize student volunteers for the kids party at the NCVC.
- e. Attend all SCAVMA executive board meetings.

Section 3. The NCVMA Representative shall hold office for 2 years.

## ARTICLE XII – CLASS REPRESENTATIVES

Section 1. Election – Each class shall elect their own SCAVMA class representative separately.

Section 2. The class representatives shall:

- a. Keep their respective class up to date on current SCAVMA events.
- b. With the exception of the 4<sup>th</sup> year class representative, attend all SCAVMA executive board meetings.
- c. Work together to coordinate the annual Dog Day Run.
- d. Each class representative, with the exception of the fourth year representative, shall provide breakfast on one day, with reimbursement from SCAVMA, during finals each semester.

### ARTICLE XIII – STUDENT BODY SENATOR

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The Student Body Senator shall:

- a. Attend all Senate meetings.
- b. Update the executive board on current events inside the student government.
- c. Ensure that SCAVMA is registered as a student organization.
- d. Sponsor any appropriation requests put forth by SCAVMA and members of the student body.
- e. Attend all SCAVMA executive board meetings.

Section 3. The Student Body Senator shall hold office for one year.

### ARTICLE XIV – OPEN HOUSE REPRESENTATIVES

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The Open house representatives shall:

- a. Attend all open house committee meetings.
- b. Participate in decision making on open house issues with faculty and staff members of the open house committee.
- c. Are the primary student contacts for all Open House decisions related to students.

- d. Relay information to the student body from the committee through the designees of each club and class, as well as through student-wide emails when necessary.
- e. Maintain a current list of the open house representatives for each class and registered club, and ensure that they receive updates and minutes from each open house meeting.
- f. Ensure that all class representatives, club presidents, student company representatives and any other positions involved with open house knows the pertinent facts about space and supply reservation during the open house and convey information about poster design and distribution to these organizations.
- g. Coordinate the purchase of all snacks for the Open House volunteer room and get reimbursed by the Dean's office for these purchases.
- h. Report all SCAVMA credits awarded from SCAVMA booth volunteers to the SCAVMA secretary.
- i. Compile a list of all students volunteering in any capacity at Open House, and give a copy to the faculty chair of the Open House committee.
- j. Maintain a notebook of information about vendors, set-up, and other pertinent details to serve as a reference for future Open House representatives.
- k. Obtain, set-up, coordinate, and staff a booth at open house.

Section 3. The Open house representatives shall hold office for two years.

#### ARTICLE XV – ONLINE STORE COORDINATOR

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. The Online Store Coordinator shall:

- a. Oversee operations of the SCAVMA Online Merchandise Store.
- b. Process Online Store sales twice per month year-round and coordinate packaging and shipment of merchandise.
- c. Maintain accounts with FedEx and Paypal to facilitate functioning of the SCAVMA Online Store.
- d. Work with the T-shirt Coordinators to order, inventory, and oversee the sale of all SCAVMA merchandise in the SCAVMA Online Store.
- e. Stock the SCAVMA Online Store Cabinet with SCAVMA merchandise and work

with club fundraising representatives to stock club merchandise in the SCAVMA Online Store Cabinet.

- f. Continuously update inventory in the Online Store to match contents of the Online Store Cabinet.
- g. Maintain permanent records of all Online Store transactions.
- h. Total receipts of sales, calculate club profits, and submit a deposit to the treasurer at least once a month.
- i. Maintain a handbook describing the operating procedures of the Online Store and train the newly elected Online Store Coordinator.
- j. Attend all SCAVMA executive board meetings.

Section 3. The Online Store Coordinator shall hold office for two years.

#### ARTICLE XVI - SAVMA DELEGATES

Section 1. Election - (See Articles XIX of the Bylaws).

Section 2. Two SAVMA delegates (corresponding/senior and junior) will represent the Chapter at the SAVMA House of Delegates meetings held at the AVMA Convention and SAVMA Symposium.

Section 3. A delegate will serve for two years beginning at Symposium of their first year.

Section 4. The delegates are the liaison between the AVMA and SAVMA and the Student Chapter.

Section 5. The delegates shall:

- a. Attend all SAVMA meetings at both the AVMA Conferences and the SAVMA Symposiums held within the Delegate's term. Travel expenses related to SAVMA meetings will be paid by the Chapter.
- b. Maintain a file of committee reports, minutes and other pertinent information for reference and information. This file should be passed on from the outgoing corresponding/senior delegate to the junior (who is becoming the corresponding/senior) delegate.
- c. Poll the Chapter for their viewpoint on SAVMA business items.
- d. Promptly disseminate information directed through the delegates to the appropriate

people.

- e. Disseminate information on the SAVMA meetings and activities to the Chapter.
- f. Attend all SCAVMA executive board meetings.
- g. Act as the liaison between SAVMA and the CVM student body both by maintaining the SAVMA bulletin board and emailing the class listserves with pertinent SAVMA information (i.e. contests, scholarships, newsletters, etc).
- h. **The Senior Delegate** will be responsible for coordinating the main fundraising event for SAVMA Symposium expenses during the spring term, prior to SAVMA Symposium.
- i. Coordinate transportation and lodging for all members of the student body attending SAVMA Symposium.
- j. Within SAVMA, the delegate will become involved in one subcommittee of the House of Delegates and actively participate in the activities of that committee for the entirety of his/her term.
- k. Actively participate in, organize, and lead events as charged by the SAVMA House of Delegates (i.e. Wake County Rabies Vaccination Clinic for World Rabies Day).
- l. Issue AVMA membership cards to all SCAVMA members.
- m. Senior delegate will be responsible for notifying the SAVMA Advisor of the American Veterinary Medical Association of any amendments made to the SCAVMA constitution.
- n. **The Junior SAVMA Delegate will begin their term at the SAVMA Symposium of their first year. The Junior Delegate will become the Senior Delegate when a new Junior Delegate takes office. The Senior SAVMA Delegate will end their term immediately prior to SAVMA Symposium of their third year.**

**Section 6.** The delegates shall be full voting members of the Executive Board.

## ARTICLE XVII - FACULTY ADVISORS

Section 1. Faculty advisors shall be members of the faculty of the College of Veterinary Medicine.

Section 2. Faculty advisors shall be active or affiliate members of the AVMA.

Section 3. Faculty advisors shall serve as advisors to the Student Chapter as a whole and shall attend all meetings of the Chapter and Executive Board.

Section 4. Faculty advisors shall be chosen by the Executive Board at their discretion.

#### ARTICLE XVIII - ORDER OF BUSINESS

Section 1. In all cases where both the Constitution and Bylaws are found insufficient, the Chapter shall employ "Rules of Order (Roberts)" as a guide.

Section 2. A proposed agenda for the meeting shall be distributed to executive board members prior to the meeting in the following format:

1. Call to order
2. Guest speakers if present
3. Reading of minutes
4. Officer/Club reports
5. Unfinished business
6. New business (see section 4)
7. Appointments as necessary
8. Adjournment

Section 3. The president, with the approval of the members present, may modify this order of business as he/she shall deem necessary or expedient.

Section 4. All new issues to be voted on shall be submitted to the Executive Board at least 3 days prior to the meeting, in the form of a written proposal.

#### ARTICLE XIX - MEETINGS

Section 1. Frequency--at least two regular Chapter meetings shall be held each semester.

Section 2. The Executive Board shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this Article.

Section 3. Special meetings may be called at any time by the president with the approval of the Executive Board. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 4. Quorum--Twenty-five percent of the membership shall constitute a quorum for the transaction of business.

## ARTICLE XX- ELECTIONS

Section 1. All officers shall be elected by secret ballot by SCAVMA members in good standing in accordance with customary parliamentary procedure.

Section 2. A majority vote shall be required for election. When there is but one nominee for an office, the Chapter shall instruct the president to cast a unanimous ballot to elect.

Section 3. The current President-elect shall supervise and coordinate all election procedures for the following year.

Section 4. Current officers shall describe their duties to eligible Chapter members at the first meeting of the spring semester and encourage students to consider nominations. Elections will be completed before the final spring meeting, where new officers will be installed.

Section 5. The first year class SCAVMA representative shall be selected by ballot of the class as early as possible after the beginning of the school year.

Section 6. Only members of the respective class shall select by ballot their class representative.

## ARTICLE XXI - ASSESSMENTS AND BUDGET

Section 1. Assessments, other than dues, that are necessary to meet expenses shall require a two-thirds affirmative vote of all Chapter members.

Section 2. The budget for the coming semester shall be developed and voted on by the executive board at the budget meeting for that semester. All members of the executive board must be in attendance, unless approved beforehand by the President.

## ARTICLE XXII- SUBGROUPS

Section 1. SCAVMA has the right to recognize various subgroups, formed for the educational benefit of students, as a subgroup of SCAVMA.

- a. A subgroup of SCAVMA is defined as a group that has submitted a constitution to the SCAVMA executive board and has been accepted by the SCAVMA executive board.
- b. The subgroup shall require that its members also be members of SCAVMA.

Section 2. As a subgroup of SCAVMA, the subgroup:

- a. May apply for funding from SCAVMA to help promote the subgroups activities.
- b. May utilize the SCAMVA T-shirt room to sell the subgroup's merchandise.
- c. Are to be allotted up to 3 lunch meetings/semester, as per the clubs eligibility and ranking via club semester reports assessed by the President.
- d. SCAVMA shall fund up to 80% of the travel and event costs if the group raises 20% of the travel costs on their own. If a group does not raise this 20%, then SCAVMA will only fund up to 60% of travel and event costs.
- e. Shall work with the SCAVMA T-shirt room representatives to help staff the T-shirt room in compliance with the T-shirt room handbook.

Section 3. Subgroup Presidents or selected representatives shall be present at executive board meetings when requested by the executive board to discuss club business.

#### ARTICLE XXIII - AMENDMENTS

Section 1. The Bylaws may be amended by written resolution presented to the Executive Board and Student Chapter at least one month before final action is taken. A majority vote of both the Executive Board and members present shall be required for passage.

Section 2. The senior delegate shall advise the AVMA of any amendments to the Bylaws. Such alterations must be approved by the AVMA before they are effective.

(Last updated 10/2010 retyped 4/2012)