

The Kansas State University Student Chapter of the American Veterinary  
Medical Association  
(Veterinary Medicine College Council)

Constitution  
(Rewritten in 2006)

**Article I: Name**

The name of this organization shall be “The Kansas State University Chapter of the American Veterinary Medical Association”, sometimes hereinafter referred to as “Student Chapter”.

**Article II: Objectives**

Section 2. The objectives of this organization shall be:

1. The preparation of its members to meet the social, moral, and ethical obligations of the veterinary profession,
2. To represent Kansas State University Veterinary Medical students within the veterinary profession
3. To make available the opportunities offered by the American Veterinary Medical Association (AVMA) to its Student Chapters.
4. To provide an additional opportunity for the members to gain professional knowledge.
5. To act as the College Council for the College of Veterinary Medicine within Kansas State University, so long as all members of Kansas State University College of Veterinary Medicine are members of the Student Chapter.

**Article III: Membership**

Section 1. All full time students of veterinary medicine who are enrolled in a program of study leading to a degree of Doctor of Veterinary Medicine granted by Kansas State University shall be eligible for active membership.

Section 2. Full time, regularly enrolled students of veterinary medicine shall become members of this organization upon payment of dues prescribed in the Bylaws.

Section 3. “Member in Good Standing” as we report member lists to the AVMA shall be considered any member who has paid their dues in full for each year enrolled in the College of Veterinary Medicine. Dues owed previously can be paid to return a member to good standing if done prior to graduation.

#### **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 President-elect, the Vice President, the Secretary, the Treasurer, the Treasurer-elect, The Junior and Senior SAVMA Delegates, and any other officers as provided by the Bylaws.

Section 2. Each Officer shall be chosen as provided in the Bylaws and shall serve until the successors have been elected and installed. The eligibility, the tenure, the duties, and the method of selection shall be prescribed in the Bylaws.

#### **Article VI. Relations with the AVMA**

Section 1. This organization shall operate under an official charter granted by the American Veterinary Medical Association (AVMA).

Section 2. This organization shall be self-governing in all matters not in conflict with the provision of this constitution.

#### **Article VII: Amendments**

Section 1. Amendments to this constitution shall be presented to the Executive Board for discussion prior to presentation to the Student Chapter.

Section 2. Amendments to this constitution shall be in writing and shall be presented at a regularly scheduled meeting of the Student Chapter 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 the Student Chapter at the meeting.

Section 4. The Secretary shall notify the Executive Vice-President of the AVMA of any amendments to this constitution. Such amendments must be approved by the AVMA before they become final.

## **Bylaws**

### **Student Chapter**

Regular meetings of the Student Chapter 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.

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 least twenty-five members of the Student Chapter.

The Standing Agenda for meetings of the Student Chapter shall be:

- Call to Order
- Roll Call
- Reading and Approval of Minutes
- Officer Reports
- Committee Reports
- Unfinished Business
- New Business
- Election of Officers
- Program
- Extemporaneous Speaking
- Announcements
- Adjournment

The President, with the approval of the members present, may modify the standing agenda, except as otherwise provided in the Constitution or these Bylaws, Robert's Rules of Order shall take precedence.

### **Officers**

The officers of this Organization shall be the President, the President-elect, the Vice President, the Secretary, the Treasurer, the Treasurer-elect, the Junior and Senior SAVMA Delegates, and other members of the Executive Board.

Candidates for any officer position must be a member of the Student Chapter in good standing. A member in good standing shall be defined as one who has been a dues-paying member of the Student Chapter and has at least a 2.5 cumulative grade point average in the veterinary medicine curriculum.

The officers shall be in the following classes at the time of election:

The President and Treasurer shall be in the Sophomore class

The President-elect and Treasurer-elect shall be in the Freshman class.

The Vice President, secretary shall be of any class.

Delegates shall be as described in Article II, Section 11.

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.

All officers shall assume office on May 1<sup>st</sup> of the year in which they were elected. First-year class Executive Board members shall assume office immediately upon election in the fall semester. The President and Treasurer shall assume duties May 1<sup>st</sup> before the fall semester after serving as President-elect and Treasurer-elect, respectively.

The President shall:

Be the chief executive officer of the Student Chapter.

- Be elected as provided in Article IV.
- Serve a term of office of one year
- Appoint all regular and special committees and shall promptly fill vacancies in the membership of the committees.
- Serve as Chair person of the Executive Board
- Serve as ex-officio member of all committees with full power to supervise and direct their work.
- Vote at meetings of the Student Chapter only in the case of a tie.
- Act as the voice of the Student chapter when requested or seen to be needed in interaction with the faculty, administration, staff, and/or other students.
- Inform and welcome freshman students during orientation to the Student Chapter
- Amend the Student Chapter entry in the student handbook as needed.
- Attend college Council President's meetings during the fall semester.
- Reserve the room with the Dean's Office for the Executive Board meetings.
- Submit a report for the files of the Student Chapter at the close of their term of office, stating activities and accomplishments of their office.

The President-Elect shall:

Be elected as provided in Article IV.

- Serve a term of office of one year.
- Attend the College council President's meetings during the spring semester.
- Counsel with the President on duties of the position of President
- Perform other functions as requested by the President
- Attend all committee meetings as a non-participating member
- Attend KVMA meetings and provide an oral report to the board at the next executive meeting.

The Vice President shall:

- Be elected as provided in Article IV.
- Serve a term of office of one year.
- Preside at all meetings of the Student Chapter and the Executive Board in the absence of the President
- Aid and assist the other officers of the Student Chapter in every way possible.
- Schedule and organize speakers or entertainment of the meetings of the Student Chapter, and reserve the room.
- Schedule pharmaceutical, pet food, and any other companies contacting the Student Chapter about presentations to non-conflicting dates and times at the President's discretion. No net financial investment shall be done by the Student Chapter, unless authorized by the Executive Board.
- Provide refreshments and accompanying logistics to be paid for as budgeted by the Student Chapter.
- Prepare and file a brief summary and evaluation of programs presented at meetings of the Student Chapter during their term of office.

The Secretary shall:

- Be elected as provided in Article IV.
- Serve a term of office of one year.
- Attend all meetings of the Student Chapter and of the Executive Board and keep and read all Minutes, report correspondence, and keep attendance.
- Supply the AVMA with lists and other information as may be requested from time to time.

- Maintain a permanent file of the business of the Student Chapter.
- Post Minutes of the Student Chapter on the webpage and send out via mass e-mail to the Student chapter. Minutes are read at all school meetings only if amended or if it is requested.
- Submit a report of the files of the Student chapter at the close of their term of office, stating activities and accomplishments during the term of office.
- Submit the annual Student Government Association Organization Registration Form to the SGA in the spring of each year.
- Send Thank You notes to speakers and all funding sources (Student Senate, Hill's, Purina, Iams, etc.)
- Meet with newly elected Secretary within one week of election to discuss position and transfer files.
- Provide all new officers with a copy of the constitution and Bylaws, after updating any amendments.

The Treasurer shall:

- Be elected as provided in Article IV.
- Serve a term of office of one year.
- Be the sole custodian of the financial resources of the Student Chapter and shall receive and hold all monies of the Student Chapter in a depository selected by the Executive Board
- Keep a careful account of all income expenses and assets of the Student Chapter and make such disbursements as the Student Chapter may direct.
- Be responsible for the handling of AVMA student subscription and other items prior to the deadline of October 1<sup>st</sup> of each year.
- Attend all meetings of the Student Chapter and Executive Board and report on the financial accounts of the Student Chapter
- Be responsible for the preparation of the budget for the fiscal year following completion of their term ending April 30<sup>th</sup>.
- At the completion of the fiscal year, balance the accounts of the Student Chapter and submit the financial record of the Student chapter to a committee or agency selected by the executive board for review or audit.
- Meet with the Treasurer-elect by April 10<sup>th</sup> to discuss position and transfer files.

- Access monies provided by SGA funds from the Student Senate Treasurer.

The Class Representatives shall:

- Be elected Presidents of each class or specifically elected SCAVMA representative.
- Be members of the SCAVMA Board with the same rights and privileges as the other members.
- Endeavor to represent the wishes of their own respective classes to the Executive Board to the best of their knowledge and ability.

The SAVMA Delegates shall:

- Be elected as provided in Article IV.
- Serve a term of two years.
- Attend all SAVMA meetings and represent the College of Veterinary Medicine at meeting of the SAVMA House of Delegates.
  - The Student Chapter as indicated in that year's budget shall pay travel Expenses related to such meetings.
  - Receipts shall be submitted during the school year to the Business office.
- Maintain a file of SAVMA committee reports, minutes, and other pertinent information for reference and information. This file shall be passed on from the outgoing delegate to the new junior delegate.
- Promptly report on SAVMA meetings and activities, and disseminate information directed through the delegates to the appropriate parties.
- Organize student attendance of SAVMA Symposium including housing, transportation, and registration.
- Present to the freshmen at the beginning of the fall semester a preview of Symposium.
- Inform Faculty to attempt to minimize scheduling conflicts with SAVMA symposium.

Mentoring Chair

- Be elected as provided in Article IV.
- Serve a term of office of one year.
- Work with entities within and outside the KSU-CVM to provide enrolled students with mentors that will help students develop life-long skills for a successful career in veterinary medicine. This includes, but is not limited to, working with the American Veterinary Medical Association, Kansas and other State Veterinary

Associations, and practitioners directly for the benefit of our students.

#### Student Government Association Liason/Student Senate

- Be appointed by the President to represent the Kansas State University College of Veterinary Medicine interest within the Student Senate.
- Attend all Student Government meetings and functions.
- Serve a term of one-year.
- Report to the Executive board at all meetings.

### **Section 5. Executive Board**

The Executive Board shall consist of the following members: President, President-elect, Vice President, Secretary, Treasurer, Treasurer-elect, SAVMA Delegates, Fundraising Co-chairpersons, Intramural Chairperson, and Mentoring Chairperson.

The Executive Board shall:

- i. Be the administrative authority and governing board of the student chapter.
- ii. Direct the President to report all actions of the Executive Board to the Student Chapter
- iii. Determine eligibility of applicants for membership and judge all charges of misconduct filed against any member.
- iv. Select the depository of the funds of the Student Chapter.
- v. Meet prior to a meeting of the Student Chapter.
- vi. Present an annual budget to the Student Chapter.

If a member of the Student Chapter is elected to more than one office, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to act as a voting member.

If a position on the Executive Board is vacated during a term, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to serve until the completion of the term. This person shall be approved by the SCAVMA board.

Resignation, removal, death, and succession of an SCAVMA officer

- vii. Resignation of a SCAVMA officer must be submitted to the entire SCAVMA Executive Board in written form. The SCAVMA Executive Board will inform the SCAVMA Advisors and the Board within 5 working days of receipt of the resignation.
- viii. Removal of a SCAVMA officer from their elected position must be by a 2/3 majority vote of the SCAVMA Executive Board. This vote cannot occur via electronic means other than phone conference. Parliamentary rules must be strictly enforced for this vote and prior discussion. The SCAVMA Executive Board will inform the SCAVMA Board within 5 working days of the removal of a SCAVMA Officer. Removal of a SCAVMA officer can occur for the following reasons:
  - o Failure to perform the duties of the elected office which are outlined in Article II of the Bylaws.
  - o Failure to attend two consecutive meetings without prior approval by the President and/or Executive Committee or failure to attend three consecutive meetings. Meetings of the SCAVMA Executive Committee may be electronic or in person.
  - o Failure to attend any of the regularly scheduled SCAVMA Board or All School Meetings.
  - o Inappropriate representation of SCAVMA and/or KSU as outlined in the college Handbook.
- ix. All proceedings to remove an officer must be presented to the SCAVMA Advisor for review and recommendation prior to a SCAVMA Executive Board vote to remove a SCAVMA Officer. The SCAVMA Advisors must be informed of the removal of a SCAVMA Officer within 5 working days of the vote to remove said officer.
- x. In the case of death of a SCAVMA Executive Board member, the SCAVMA Board and Advisors must be informed within 5 working days of the announcement of the death. The process of succession for the deceased SCAVMA officer is outlined in Article III, Section 4 of the bylaws.
- xi. Succession of a vacant SCAVMA Officer position which occurs, for whatever reason, shall be as outlined in Article III Section 4 of the Bylaws.

## Section 6. **Elections**

The Student Chapter shall elect all officers by secret ballot in accordance with customary parliamentary procedure.

A majority vote shall be required for election; however, if there is only one nominee for an office, the Student Chapter may instruct the President to cast a unanimous ballot to elect the person to office.

All officer nominations shall be made two weeks prior to the April All School Meeting. Election of all officers shall take place by ballot at the April meeting. Officers will be announced soon thereafter.

Freshman delegate nominations shall be made two weeks before the November meeting. Election of the delegate shall take place by ballot at the November meeting. The officer will be announced soon thereafter.

Only members of the Student chapter in good standing shall be entitled to vote.

Class Presidents shall be elected by their respective classes during the last month of the school year for the following year, except the Freshmen Class President who shall be elected by the class as early as possible after the beginning of the school year.

#### **Section 7. Faculty Advisors**

Two Faculty Advisors shall be elected to serve a term of two years. The elections shall be staggered such that one new advisor is elected each year. Faculty advisors shall be selected as needed to fill a vacancy by the Executive Board. The terms of Faculty advisor shall begin upon election. A decision to remove a faculty Advisor can be made by a vote so indicating of majority of the Kansas State University Student Chapter of the AVMA.

Faculty Advisors shall:

- i. Be members of the faculty of the Kansas State University College of Veterinary Medicine.
- ii. Be active members of the AVMA.
- iii. Serve as advisors to the Student Chapter as a whole and shall attend six to eight meetings of the Student Chapter and the Executive Board.

#### **Section 8. Budget**

The President and Treasurer shall submit a budget to the Executive Board in March for the following fiscal year. The approved budget shall be presented to and voted on by the Student Chapter at

the April meeting. A copy of the final budget will be presented to the Hill's Representative by May 1<sup>st</sup>.

All assessments, other than dues, that are necessary to meet expenses shall require a two thirds affirmative vote of all members of the Student Chapter.

#### Section 9. **Committees**

The President shall appoint 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 appoint a replacement for the remainder of the team.

Each Chairperson shall submit a report at meeting of the SCAVMA Board whenever pertinent or appropriate.

Each Chairperson shall submit a budget to the Treasurer at least two weeks before the budget is to be considered by the SCAVMA Board.

The Fund-Raising Committee shall:

- i. Organize events to raise money for SCAVMA
- ii. Consist of two elected Co-Chairpersons, and up to three other students from any class.
- iii. Submit any money made from such events to the Treasurer for deposit.

The Intramural Committee shall:

- iv. Organize the Student Chapter Intramural Athletic Teams
- v. Consist of the elected chairperson and Class Intramural Chairpersons.

Ad Hoc Committees shall:

- vi. Be appointed by the President for a limited duration.
- vii. Shall be dissolved upon completion of the task.

#### Section 10. **Clubs**

Clubs are groups of Veterinary Medical Students that are meeting together with a common purpose. Each club shall have a written Constitution, Bylaws, a faculty advisor, and at least five members.

Annually by the second SCAVMA Board meeting, all clubs must submit a budget to the Executive Board for approval. In order to obtain funds from the Student Chapter, a club must provide a projected

expense report to the Treasurer. At the next meeting of the Executive Board, allocations for each club will be a maximum of \$250.

Clubs can request up to an additional \$1000 for CE events.

A list of all active members must be provided to the Treasurer for verification before funds are distributed.

A new club can request funds for the first year without a budget, but such funds shall not exceed \$250.

All monies shall be distributed by the Treasurer to the club treasurers by the second meeting as long as there are sufficient funds to do so.

Recognized Clubs include the following:

- i. Student Chapter of the American Association of Bovine Practitioners
- ii. Student Chapter of the American Association of Equine Practitioners
- iii. Student Chapter of the American Association of Swine Practitioners
- iv. Student Chapter of the American Animal Hospital Association
- v. Student Chapter of the Veterinary Emergency and Critical Care Society
- vi. Student Chapter of the of the Christian Veterinary Fellowship
- vii. The Exotic Animal Medicine Club
- viii. Student Chapter of the American Association of Veterinarians for Animal Welfare
- ix. Student Chapter of the American Association of Small Ruminant Practitioners
- x. Student Chapter of the Student Chapter of the American Association of Feline Practitioners
- xi. The Canine Club
- xii. Student Chapter of the Society of Theriogenology
- xiii. Student Chapter of the American College of Veterinary Pathologists
- xiv. Student Chapter of the American Veterinary Society of Animal Behavior
- xv. Student Chapter of Veterinary Toastmasters
- xvi. Veterinary Business Management Association
- xvii. International Veterinary Student Association
- xviii. Public Health Club

**Section 11. Bylaws Amendments**

These Bylaws may be amended by written resolution presented to the Executive board and the Student Chapter at least one month before final action is taken. A two-thirds vote of both the Executive Board and members of the Student Chapter present shall be required for passage.

The secretary shall advise the AVMA of any amendments to the Bylaws.