

***The Student Chapter of:
The American College of Veterinary Internal Medicine at Iowa State
University
Constitution***

Article I: Name

- This organization is called The Student Chapter of the American College of Veterinary Internal Medicine at Iowa State University

Article II: Purpose & Goals

- Section 1
 - The purpose of this Club is to strive to foster an environment where promotion of advanced training (internships and residencies) pertaining to veterinary neurology and other facets of the American College of Veterinary Internal Medicine (ACVIM) is encouraged. Student affiliates are supported in their efforts to apply neurologic studies in order to gain further experience and exposure outside of the classroom and facilitate their own understanding of the discipline. SCACVIM is also intended to serve as a venue for dispersal of information regarding the function and operation of the ACVIM for its student affiliates. The Chapter plans to organize related workshops, wet labs, and presentations in pursuit of this endeavor. Students are encouraged to attend meetings hosting guest speakers that will discuss some of the various aspects of veterinary neurologic medicine.
- Section 2
 - SCACVIM is a not-for profit and/or commercial organization.

Article III: Statement of Compliance

- Section 1
 - SCACVIM abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- Section 2
 - SCACVIM agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required)

Article IV: Membership

- Section 1: Membership
 - Iowa State University SCACVIM does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran
 - Membership is not required to attend meetings, however no meal will be provided to non-members who wish to attend
 - Membership is not required to attend wet labs, however a fee will be charged to non-members.
 - Faculty, staff, and non-registered students are allowed and encouraged to attend meetings but may not vote.

- Section 2: Dues
 - Dues are required yearly and must be paid by or before the first member meeting of the fall semester.
 - Dues shall be paid on a yearly basis and may not exceed \$15.
 - Dues may be increased with a 2/3 vote from the general membership and will take effect the following year.

Article V: Officers

- Section 1: Election of officers/advisor
 - A candidate must be a current member of SCACVIM in order to run for any position.
 - Election of officers will require a majority vote from the general membership. Failure of a candidate to receive a majority vote for a position will result in a run-off election of the two candidates that received the majority of the votes.
 - Elections will take place by paper ballot or online survey
 - The term of office will be for one full year (May 1 – April 30).
 - All officers will be a part of the Executive Committee which will meet in addition to regular club meetings. The Executive Committee shall appoint additional committees that are needed to carry out certain tasks; including, but not limited to, fundraising and wet lab committees.
 - SCACVIM officers must meet the following requirements:
 - A) Have a minimum cumulative grade point average (GPA) 2.5 and meet that minimum cumulative GPA in the semester immediately prior to election/appointment, the semester of election/appointment, and the semesters during the term of office.
 - B) Be in good standing with the university and enrolled at least half time during their term of office.
 - C) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in A) and B).
 - Advisor is chosen (requires consent by candidate) and elected by the general membership by a majority vote.
 - Advisor shall remain in office until advisor or members choose otherwise, in which case a new advisor shall be chosen and elected.
- Section 2: Officer duties
 - President
 - This position is given to a 2nd or 3rd year veterinary student, at the time of their term.
 - Preside over all meetings.
 - Ensure that SCACVIM is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
 - Maintain communication with SCACVIM advisor(s).
 - Make sure all of the reports are completed:
 - Bimonthly activity update
 - Bimonthly Student Information Sheets
 - Quarterly Update from Mentors/Advisors

- Vice-president
 - Preside over meetings in the absence of the President.
 - Inform SCACVIM members about forthcoming meetings/events.
 - Schedule meetings/events with appropriate University offices.
- Secretary
 - Maintain a record of all meetings (general and executive) to be available to the members.
 - Maintain a current record of all members and set up SCACVIM email account and member list serves.
- Treasurer
 - Maintain an accurate record of SCACVIM transactions.
 - Collect dues and provide a record of paid members to the Secretary.
 - Cosign vouchers, intramurals forms, etc. with the Advisor.
 - Identify fundraising opportunities for SCACVIM
 - Solicit additional funding from Graduate and Professional Student Senate (GPSS).
- Wet-Lab Coordinator
 - Assist the executive board in planning and setting up wetlabs for the club and filling out all necessary paperwork.
 - Will be Risk Management Officer
 - The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
- Small Animal Liaison
 - Work with doctors of the small animal internal medicine department in the ISU hospital to set up meetings
- Equine Liaison
 - Work with doctors of the large animal internal medicine department in the ISU hospital to set up meetings
- Cardiology Liaison
 - Work with doctors of the cardiology department in the ISU hospital to set up meetings
- Neurology Liaison
 - Work with doctors of the neurology department in the ISU hospital to set up meetings
- Oncology Liaison
 - Work with doctors of the oncology department in the ISU hospital to set up meetings
- Fundraising chair
 - Come up with ideas for fundraising to raise money for the club

- 1st-4th year representatives
 - The representatives aid in the continuity from year to year within the Chapter. The new incoming president will automatically be a representative as well as the exiting president.
- Advisor
 - Maintain communication and meet with officers.
 - Awareness and approval of SCACVIM expenditures.
 - Ensure that SCACVIM is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
 - Complete the Quarterly Update
- Section 3: Removal of officer/advisor
 - If the actions of an officer/advisor are deemed inappropriate by 3/4th of the vote from all members than they may be removed from office. Impeachment of officers or advisors may occur due to the following reasons: any ethical/legal improprieties, not fulfilling the duties as stated in the Constitution. This is not an exhaustive list of violations. An officer/advisor may be deemed unqualified as ruled by 3/4th of the members. The officer/advisor is allowed to speak before the members regarding the charges brought against him/her.
- Section 4: Filling vacant officer positions
 - If a position becomes vacant during a term, the Executive Committee may choose someone to fill the position following approval by a 1/2 vote from the general membership.

Article VI: Finances

- The Treasurer shall collect all money directly. If the treasurer is unavailable to collect the money than the President may collect the money as long as the Treasurer receives it within 24 hours.
- All monies belonging to SCACVIM shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- If SCACVIM is dissolved then all remaining funds shall be given to the Iowa State University Student Chapter of the American Veterinary Medical Association (SCAVMA) with the condition that it shall be used to support College of Veterinary Medicine Student Organizations that exhibit a need for funding.

Article VII: Amendments & Ratifications

- This constitution shall be brought before the Executive Committee for approval by a 1/2 vote from the officers. Upon approval by the Executive Committee it will be brought before the general membership for approval by a 2/3rd vote from the general membership.
- Amendments/Ratification to this constitution may be drawn up by the Executive Committee and brought before the general membership.
- Amendments may be approved with a 2/3rd vote from the general membership.

- Ratifications may be approved with a 3/4th vote from the general membership.
- Approved amendments to the constitution must be added to the constitution; the amended constitution must be signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.
- Ratifications must be completed, constitution signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.



President's Signature

3/24/2022

Date



Advisor's Signature

3/24/22

Date

Assistant Director of Student Activities

Date