Article 1 - Name

The name of the organization shall be “Surgery Club at Iowa State University College of Veterinary Medicine (Surgery Club)”

Article 2 – Purpose and Goals

The objectives of the organization shall be:

Section 1. The Surgery Club at Iowa State University College of Veterinary Medicine is an organization established to provide veterinary students with an opportunity to gain additional knowledge in the areas of large and small animal veterinary surgery. We aim to provide students with lectures, case studies, and hands-on opportunities, while connecting students with surgical faculty and staff. We, as an organization, strive to advance students’ understanding of surgical techniques while furthering student’s education in the surgery field.

Section 2. The Surgery Club at Iowa State University College of Veterinary Medicine abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Iowa State University, College of Veterinary Medicine Surgery Club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

Article 3 - Membership

Section 1. Membership is open to all registered students in good standing at Iowa State University College of Veterinary Medicine.

Section 2. Iowa State University and Surgery Club at Iowa State College of Veterinary Medicine do not discriminate on the basis of genetic information, pregnancy, physiclal or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Section 3. As a member, one is required to attend organization meetings regularly, pay dues, and actively support the projects of the organization. Membership will be revoked by ⅔ vote of officers if actions are deemed inappropriate by the executive officers.

Article 4 - Officers

Section 1. The officers shall consist of a President, Vice President, Treasurer, Secretary,

Two Fundraising Co-chairs, Two Speaker Committee Co-Chairs, Two Wetlab Committee Co-Chairs, Two UNL Representatives and four VM1 Class Representatives.

Section 2. Current officers will be given preference for open positions over general membership. Remaining open positions will be open for general membership to apply. Election of officers will require a ½ majority vote from the general membership if there are more candidates than positions available. If a candidate fails to receive a majority of votes, a runoff election will be held with the two candidates that received the most votes. Members interested in becoming an officer must meet requirements as established by the Student Organization Recognition Policy. VM1 Class Representatives and the VM1 UNL Representative will be elected by ½ majority of officers.

Section 3. The term of office will be one full academic year, from August to May. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organizational goals.

Section 4. The new President, Vice President, Treasurer, Secretary, Speaker Committee representatives, Fundraising chairs, Wetlab Coordinators, and VM2 UNL Representative shall be elected between

February and April of spring semester. VM1 and UNL VM1 Representatives shall be elected during August-September of the Fall Semester.

Section 5. The officers of this organization must meet the following requirements:

1. President, Vice President, Treasurer, and Secretary shall have a minimum cumulative grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment, this semester of election/appointment and semesters during the term of office. For graduate students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Other elected positions including Speaker Coordinators, Wetlab Coordinators, Fundraising Chairs, UNL Representatives, and VM1 Representatives need to meet a minimum GPA as stated below in the semester immediately prior to election/appointment, the semester of election/appointment and the semester during the term of office. The minimum GPA for the students elected to these positions is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be in good standing with the university and enrolled: at least six half time (six or more credit hours), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term in office.
4. Be ineligible to hold an office should the student fail to maintain the requirements previously stated in (a), (b), and in (c).

Section 6. The Surgery Club reserves the right to temporarily or permanently add new offices or

remove existing offices as needed.

OFFICERS AND DUTIES

Section 1. The duties of the president(s) include delegation of tasks and duties, presiding over all meetings, scheduling officer meetings, scheduling club meetings and talks, organizing club activities including wetlabs, making final decisions on club proceedings, and organizing elections for the next year’s executive board. They will also represent the organization on campus and maintain communication with organizational advisors. They will ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Section 2. The duties of the vice president include support of the president in their responsibilities, preside over meetings in the absence of the president, coordinate organizational promotion and publicity of events, and organizing the annual IRONDOG 5k fundraiser. They will also serve as the risk management chair and will oversee all risk management responsibilities.  Duties of the Risk Management Chair:   
A.      To help minimize potential risks for club activities.

B. To recommend risk management policies or procedures to Iowa State University College of Veterinary Medicine Surgery Club.  
  
C.      To submit documentation to ISU's Risk Management Office.  
  
D.      To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)..

Section 3. The treasurer maintains accounts and accurate records of the organization’s transactions. They will collect all dues that are required, co-sign organization checks with the advisor, deposit the organization’s funds, and solicit additional funding if needed from the Student Government Association in conjunction with the president.

Section 4. The secretary will maintain an accurate record of all organizational meetings, and post them for all members. They will maintain a membership directory and correspond, when necessary with University administration and other recognized organizations. It will also be the responsibility of the secretary to maintain an updated club email listserv for club communications. All due paying members should be added to the listserv at the beginning of each academic year and all those that do not renew their membership should be removed.

Section 5. The Speaker Committee Chairs will be responsible for arranging applicable speakers to address the club in matters that execute the goals that are established for the club. There shall be minimum 1-2 meetings organized per month during the semester.

Section 6. The fundraising chairs are responsible for coordinating surgery club merchandise preorders and sales for fund-raising purposes.

Section 7. The Wetlab coordinators are responsible for any activities relating to the club’s mission including extracurricular hands-on laboratories. There shall be minimum 2 wetlabs per semester.

Section 8. The VM1 class representatives will be liaisons between the executive board and the VM1 class. They are responsible for communicating information regarding events to their class and relaying information from members to the executive board. VM1 representatives will spend their first semester rotating through wetlab, speaker, and fundraising committees. During the first month of their second semester, VM1 representatives will choose or be voted into a committee for the remainder of their term.

Section 9. The UNL representatives will be a liaison between the UNL campus and executive board. They are responsible for organizing online meetings, communicating information to UNL members regarding club events, and relaying information from UNL members to the executive board. The UNL representative will also assist in organizing wetlabs and other club events as needed.

Section 10. The advisors should maintain communication with all officers and meet on a regular basis. They should be aware of club activities and financial expenditures. There should be a minimum of 2 advisors at all times.

Sub-section A: Advisors will remain in their positions until they otherwise ask to leave, or are no longer fulfilling the duties and responsibilities of a club advisor. Advisors will be selected yearly by the club’s president(s) at the time the newly elected president(s) takes office and ratified by a 2/3 majority vote among executive members.

Sub-section B: Impeachment: If an advisor is no longer fulfilling the duties and responsibilities of the position they can be removed with a 2/3 vote of the executive board. The advisor can speak on their own behalf before voting commences.

Sub-section C: Replacement of Advisors: When and if there is a vacancy in an advisor position, members of the executive board can nominate a replacement advisor. The ultimate decision of advisors on the nominee list is made by the president. The final list that is approved by the club’s president, and has been verified with the potential advisors, will be voted on by the executive board. All potential nominees will have a chance to explain why they would like to be an advisor before voting occurs. Advisors will be elected by a 2/3 majority vote.

Sub-section D: Advisors will follow the same requirements of all executive board members.

Section 11. Officers may be removed from office by ⅔ vote of the other officers if actions are deemed inappropriate. The officer will be permitted to speak before the Executive Committee about the charges made concerning their performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. If an officer is successfully impeached they will not be permitted to run or hold any executive position in future. They will be able to remain a general member. Examples of impeachable offenses include but are not limited to failure to perform duties of held executive position, failure to attend at least 1 executive committee meeting a semester, and unprofessional behavior in an executive setting.

Section 12. If an officer is removed, or a position is vacant, these positions will be elected by the general membership by a majority vote.

Article 5- Finances

Section 1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization 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. An advisor to this organization must approve and sign each expenditure before payment.

Section 2. Finances and all financial records will be handled by the treasurer and shall countersign with the president for all organizational transactions.

Section 3. If the club is dissolved, the money that is in the club’s name will be given to the veterinary school and/or IRONDOG Fund as a donation.

Section 4. The organization may establish reasonable dues that will be paid by all members. The amount of these dues for a full year membership will be $15 and for a Spring semester only membership will be $10. The amount of dues may be changed by the Executive Committee before full year membership dues are collected in the Fall semester. Dues must be paid by the 6th week of the semester.

Article 6-Amendments and Ratifications

Section 1. The Constitution shall be amended only by the club president(s). All amendments to

the constitution shall be submitted to members via email at least one week before a general

meeting.

Section 2. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President and treasurer and with a 1/2 majority of the Executive Committee. Officers will be given one week to consider the amendments.

Section 3. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days of ratification.

BYLAWS

Article 1-Membership

Section 1. Membership: The membership dues will consist of a fee. The cost of dues is $15 for a full year and $10 for Spring semester only. The cost of dues subject to change by a vote by the executive board prior to full year dues being collected.

Article 2- Officers

Section 1. The officers having immediate charge of the Surgery club affairs shall consist of a

President, Vice President, Treasurer, Secretary, Speaker Committee chairs, Wetlab Committee chairs, Fundraising chairs, UNL representatives and VM1 class representatives.

Section 2. The members of the executive board shall be a first, second, or third year student in

the current school year in which they are active. All officers shall be elected via popular vote from all surgery club members.

Article 3-Officer Meetings

Section 1. Officer meetings shall be scheduled at the discretion of the president(s).

Article 4- General Meetings

Section 1. The club shall meet as determined by the executive board each semester. There shall

be at least one lunch meeting scheduled each month with a guest speaker.

Section 2. The executive board shall schedule and decide the time and location of all general

meetings and make the information available to all Surgery club members at least one week in advance.

Article 5- Wetlab

Section 1. There shall be at least two wetlabs scheduled in each semester of the school year. The

content of the wetlab shall be determined by the Wetlab Coordinators with input and approval by

the executive board and advisors.

Article 6- Fundraising

Section 1: All Fundraising ideas shall be approved by the Surgery club executive board and shall

follow all regulations and restrictions required by the College of Veterinary Medicine at Iowa

State University, College of Veterinary Medicine.

Article 7- Elections

Section 1: All officers shall be in office for one term only, which consists of one academic year.

Student Representatives may remain in office for the following year if there are no challenges for

the position during elections or may elect to run for the position again if opposed.

Section 2: Elections will take place between February and April of the spring semester. Newly elected officers will assume officer duties on the last day of the school year.

Article 8- Ratification

Section 1: The Constitution and these Bylaws shall be effective as of March 2021.