**Iowa State University Student Chapter of the**

**American Veterinary Dental Society**

**BYLAWS**

**Article I. NAME**

***Section I:***

The name of the Association shall be the ISU Student Chapter of the American Veterinary Dental Society. The Association shall be a nonprofit group.

**Article II. MISSION**

***Section I:***

The student chapter of the AVDS at ISU is committed to advancing the knowledge, education, and awareness of veterinary dentistry among veterinarians, students and the public. Through our efforts, we are successfully increasing awareness of the importance of this facet of animal medicine.

**Article III. OBJECTIVES**

***Section I:***

To endeavor to do all things necessary to promote the interests, to improve the public stature, and increase the knowledge of veterinary students and veterinarians in the field of veterinary dentistry.

* To promote understanding and good will among its members.
* To enhance the educational opportunities of the professional students at Iowa State University College of Veterinary Medicine
* To inform students about veterinary related problems currently affecting the field of veterinary dentistry.
* To promote the exchange of professional knowledge among students and practitioners for the advancement of animal dental health.

**Article IV. COMPLIANCE**

***Section I:***

SCAVDS abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SCAVDS agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

**Article V. MEMBERSHIP**

***Section I:***

To be a member in good standing of the ISU Student Chapter of the AVDS, the following criteria must be met:

* Student Members must be enrolled at an accredited school of Veterinary Medicine either part time or full time
* Attend at least one meeting per year
* Actively support organization projects
* Pay dues yearly to the current treasurer

***Section II:***

Membership shall be open to all registered students at Iowa State University.  Iowa State University SCAVDS does not discriminate on the basis of race, ethnicity, pregnancy, color, age, religion, national origin, physical or mental disability, sexual orientation, sex, gender identity, marital status, gender identity, genetic information disability, or status as a U.S. Veteran

***Section III:***

Dues and assessments of the Association shall be determined annually by the officers.

* A member shall be delinquent if his/her dues are not received by the end of the semester for which they are due.
* Persons who have been dropped from membership for nonpayment of dues may be reinstated, at the discretion of the officers, upon payment of dues for the current year.

**Section IV:**

The FISCAL YEAR of this Association shall be the academic calendar year.

**Article VI. Finances**

***Section I:***

The Association shall establish reasonable dues that must be paid by all members. The Executive Committee will determine the amount of the dues. Dues must be paid to the treasurer by the date determined by the Executive Committee.

***Section II:***

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. One of the advisers to this organization must approve and sign all expenditures before payment.

***Section III:***

In the event that the Association is dissolved, the members of the Executive Committee shall decide the manner in which the funds shall be dispersed.

**Article VII. OFFICERS**

***Section I:***

A President, Vice-President, Secretary, and Treasurer shall work together to run the ISU Student Chapter of the AVDS. Officer positions must be limited to ISU students.

* **President**
	+ Work as a liaison between the ISU Student Chapter of the AVDS and AVDS National.
	+ Communicate with and send requested correspondence to AVDS National, including an Officer and general membership list each year.
	+ Work alongside committee chair members to help organize dates, times, and locations of all activities, including meetings, wetlabs, and fundraisers.
	+ The President shall help organize speakers, food, and company sponsorship for each meeting in coordination with other officers.
	+ Aid in communication with company student representatives to sign up for activities to raise money for the SCAVDS activities.
	+ The President shall communicate directly with the faculty advisor, keeping them updated and informed on current Student Chapter of the AVDS activities.
	+ The president can delegate any of these tasks to other club members at any time.
	+ Arrange and preside at regular and special meetings of the chapter
	+ Set up executive meetings as often as deemed necessary
* **Vice-President**
	+ Work in conjunction with other officers on all fund-raising activities and events as described under the duties of the president.
	+ Assist in fund-raising ideas, schedule and pick up company orders, and set times/locations as necessary for selling items/arranging activities for fundraising purposes.
	+ Preside at regular and special meetings of the chapter in the absence of the president
	+ To take over the duties of the office of president in the event that the officer is incapable of performing his or her duties or the office is vacated
	+ Assist in developing programs and arranging speakers and field trips for the chapter meetings
	+ Serve as the risk management chair and will oversee all risk management responsibilities which include the following duties:
		- To recommend risk management policies to SCAVDS
		- To submit documentation to ISU's Risk Management Office
		- To ensure that SCAVDS Risk Management Policy is implemented at all events
* **Secretary**
	+ Create a database of all members’ information such as name, E-mail, phone, and year, at the beginning of each school year and shall set up an e-mail list serve for all members of the ISU Student Chapter of the AVDS.
	+ Take minutes at all Officer meetings and shall e-mail the minutes to the Officers.
	+ Send E-mails with information regarding all activities, to all members of the ISU Student Chapter of the AVDS.
	+ Work in conjunction with other officers on all events and fund-raisers.
	+ Receive and count ballots cast at regular elections
	+ Update and maintain the web-site with necessary announcements and information
	+ Send letters of thanks to guest speakers or contributors and compose any necessary letters on behalf of the Association
* **Treasurer**
	+ Cash checks, write checks, balance the checkbook, and submit a financial statement and budget at each Officer meeting and at the first club meeting of the school year.
	+ The treasurer shall also store the back ledger with the SCAVMA office.
	+ Collect all dues of the local chapter
	+ Maintain records of all chapter business and transactions, including membership records
	+ Be a custodian of the funds of the chapter and to be jointly responsible with the president, vice president, and faculty advisors for allocating and budgeting funds
	+ Maintain a database of the number of members, their names, and their general membership status
	+ Submit necessary applications and cover letters for any funding or grants
	+ Pick up food for all meetings or designate another Officer to do so if he/she cannot for any reason.
	+ Work in conjunction with other officers to ensure that events and fund-raisers are well coordinated and successful.

## Article VIII. duties of the committee chairs

***Section I:***

 The duties of the Wet Lab Committee shall be:

* Coordinate the wet lab activities with the executive committee, the advisors, and the participants
* Complete all documentation necessary for approved use of animals and equipment

***Section II:***

 The duties of the Fundraising Committee shall be:

* Coordinate fundraising activities with the executive committee, the advisors, and the participants
* Promote fundraising activities to students, faculty, and staff members
* Communicate with company student representatives to sign up for activities to raise money for the SCAVDS activities, with assistance from the president.

***Section III:***

 The duties of the Speaker Committee shall be:

* Coordinate the speakers for regular meetings.
* Assist with picking up food for the meetings.

**ARTICLE IX. ELECTION OF OFFICERS**

***Section I:***

General electionsshall be held at least once yearly during the spring semester.

* General members shall be notified of this election meeting thirty (30) days in advance of the scheduled date.
* Any and all general members and/or current Officers are eligible to run for an Officer position.
* The President, Vice President, Secretary and Treasurer shall be elected by a simple majority vote from the general membership in attendance.
* Elections will be performed by a method deemed fit by the current Officers by either written, E-mail or ResponseWare secret ballot or direct count without the candidates being present.
* Also, two committee chairs for each of the following positions will need to be filled on a volunteer basis: speaker committee, wet-lab committee, fundraising committee, trip committee, and social committee. If more than two active members want to act as chair for a committee, then the two chairs will be elected by majority vote.
* If two or more nominations are made for the same office, vote will be by show of hands, an online ballot or ResponseWare voting. If any candidate does not receive a majority of the votes cast on the first ballot, the names of the two candidates receiving the greatest number of votes shall be balloted upon again.

***Section II:***

Terms of office shall begin at the close of the last regular meeting of the academic year and shall continue until the close of the last regular meeting of the following academic year. Term of office should be no longer than 1 year. Re-election is possible. All officers shall comprise the Executive Committee.

***Section III:***

Officers may be removed from office by half the vote of the other officers and three-fourths vote of the general membership if actions are deemed inappropriate by the membership. Actions that are deemed inappropriate consist of but are not limited to, not fulfilling officer’s duties, misrepresenting the SCAVDS in an inappropriate manner, and not complying with the laws under the constitution. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his or her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. All officers and committee chairs wanting to resign from office should submit a letter of resignation to the Executive Committee. Officers or committee chairs that are removed or resign from office shall not be allowed to run for office in the subsequent academic year.

Officer replacement is to be done before the end of the semester that which the officer was removed. Protocol for replacement of an officer should be followed as described in Article VII Section I.

**Article X. FACULTY ADVISOR**

***Section I:***

A criterion for a faculty advisor is as follows:

* Faculty advisors must be affiliated with a veterinary school in a professional position, either as a faculty member and/or clinician.

***Section II:***

The faculty advisor is required to:

* Represent and promote the AVDS to student members.
* Contact student chapter president(s) and practitioner advisor to coordinate semester activities.
* Attend student chapter functions and activities as much as possible, especially when all student and faculty members are scheduled to be present.
* Promote and provide leadership in organizing speakers, wet-labs and fund-raising activities with the Student Chapter AVDS (SCAVDS) board.
* Tell interested student members about the educational opportunities, benefits, goals and activities of the AVDS.
* Develop and maintain communication with the dean’s office to keep it informed of AVDS on – campus activities.
* Distribute student membership applications, AVDS newsletters, and maintain student information requested by the AVDS.
* Faculty advisors will assist in finding their replacement.
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

***Section III:***

The faculty advisor shall be elected by a majority vote when needed at specified times set by the officers of the ISU Student Chapter of AVDS and approved by a majority vote of all members. The advisor must be elected/appointed once per year during the officer elections. Advisors may be re-elected.

***Section IV:***

Advisors may be removed from office by half the vote of the officers and three-fourths vote of the general membership if actions are deemed inappropriate by the membership. The advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his or her performance. The advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges. Advisors wanting to resign from their position should submit a letter of resignation to the Executive Committee. Advisors that are removed or resign from their position shall not be allowed to hold the advisor position in the subsequent academic year.

Advisor replacement is to be done before the end of the semester that which the advisor was removed. Protocol for replacement of an advisor should be followed as described in Article VIII Section III.

**Article XI**. **MEETINGS**

***Section I:***

Regular meetings of the ISU Student Chapter of the AVDS shall be held once monthly, during the academic term except when holidays, examination periods or other events make meeting impractical as determined by the Officers of the Association. Association meeting date, time, and room will be determined by the Executive Committee. Members will be notified in advance. Meetings may be held more frequently as long as at least five (5) days notice is permitted for the general membership.

***Section II:***

All regular meetings shall be open to any members of the ISU Student Chapter of the AVDS. Special seminars and wetlabs may have an entry charge for non-members.

***Section III:***

A majority vote is needed to pass all motions.

***Section IV:***

The officers of the ISU Student Chapter of the AVDS may decide the order of business for all meetings.

**Article XII. PARLIAMENTARY AUTHORITY**

A revised “Roberts Rules of Order” shall govern the conduct of meetings when not covered by the bylaws or a higher law of “common sense”.

**Article XIII. RELATIONSHIP TO AVDS NATIONAL**

Details of the working agreement between AVDS and ISU Student Chapter of the AVDS shall be determined by the Officers of ISU Student Chapter of the AVDS.

**Article XIV. DISSOLUTION**

***Section I:***

The association may be dissolved by 2/3 majority vote of the membership eligible to vote. Such dissolution shall be effective ninety (90) days after such a vote is taken, provided all outstanding obligations of the ISU Student Chapter of the AVDS have been satisfied.

***Section II:***

In case of dissolution of the ISU Student Chapter of the AVDS, its assets shall be dedicated to SCAVMA.

**Article XV. AMENDMENT OF BYLAWS**

The above bylaws may be amended at any regular meeting of the ISU Student Chapter of the AVDS by a fifty (50%) percent vote of the active members present. The proposed amendment shall be in the possession of the Secretary no less than thirty (30) days before the meeting to provide ample opportunity for consideration by the Officers and general membership.

**Article XVI. ADOPTION OF BYLAWS**

Adoption of these bylaws shall be by affirmative ballot of the majorityof members present. These bylaws shall be made available forevaluation prior to the meeting in which they will be voted on.

**Signatures Required for Approval**

****



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-President, Author of Constitution Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-President, Author of Constitution Date



