Constitution

**Article I – Name**

The name of the organization shall be the “Student Chapter of the American Society of Laboratory Animal Practitioners” (ASLAP) at Iowa State University College of Veterinary Medicine.

**Article II – Purpose & Goals**

Section 1. The purpose of the Student Chapter of the American Society of Laboratory Animal Practitioners is to foster educational activities in the veterinary specialty of Laboratory Animal Medicine and to familiarize the members with standards and regulations pertaining to this discipline.

**Article III-Statement of Compliance**

Section 1. The Student Chapter of the American Society of Laboratory Animal Practitioners abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2. The Student Chapter of the American Society of Laboratory Animal Practitioners agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Article IV-Non-Discrimination Statement**

Iowa State University and the Student Chapter of the American Society of Laboratory Animal Practitioners do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**Article V – Membership**

Section 1. Membership is open to any student enrolled in the College of Veterinary Medicine at Iowa State University who is interested in laboratory animal medicine.

Section 2. Other persons whom the Chapter may see fit to elect shall be Honorary Non-Voting Members.

Section 3. Members are encouraged to join the national American Society of Laboratory Animal Practitioners as student members.

**Article VI-Risk Management**

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 the Student Chapter of the American Society of Laboratory Animal Practitioners, [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).

**Article VII – Officers**

Officers of this Chapter shall consist of President, Vice President, Secretary, and Treasurer, chosen in accordance with Articles I, VI, and VIII of the Bylaws. The officers shall continue in office for one term or until their successors have been elected and installed. Officers are required to be members in good standing and full-time students of Iowa State University College of Veterinary Medicine.

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. The minimum GPA is 2.50 for all students. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), during the term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Officers

Section 1. The officers having immediate charge of the Student Chapter affairs shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2. No student shall be a candidate for any Student Chapter office unless he or she is a member in good standing and a full-time student of Iowa State University College of Veterinary Medicine.

Section 3. The term of office for the President, Vice President, Secretary, and Treasurer shall be one year with elections during the spring semester. In case of an emergency not provided for in this Constitution and Bylaws, officers shall hold office until a successor has been legally installed.

Officer Duties and Terms of Service

President

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

Section 2. Election (See below)

Section 3. Duties

1. Shall preside at all meetings of the Chapter. In the absence of the President, the Vice President shall preside at the meetings of the Chapter.
2. Shall appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
3. Shall vote only in the case of a tie vote.
4. Shall be custodian of the cash resources of the Chapter in the absence of the Treasurer.

Vice President

Section 1. Election (See below)

Section 2. Duties

1. Shall preside at all meetings of the Chapter in the absence of the President.
2. Shall aid and assist the other officers of the Chapter in every way possible.

Section 3. The Vice President shall automatically assume the office of the President at the termination of the incumbent president’s term of office.

Secretary

Section 1. Election (See below)

Section 2. Duties

1. Shall take the minutes of each meeting and shall maintain an accurate record of attendance.
2. Shall prepare reports for each meeting
3. Shall supply the Board of Directors of the American Society of Laboratory Animal Practitioners with an annual report.

Treasurer

Section 1. Election (See below)

Section 2. Duties

1. Shall be custodian for the cash resources of the Chapter.
2. Shall receive and hold all money of the Chapter and hold one of the Chapter’s P cards.
3. Shall keep careful account of the same and make such disbursements as the Chapter may direct. The repository of the Chapter’s cash resources shall be selected by the Chapter.
4. Shall present a financial report as requested by the President
5. At the completion of the collegiate year, shall balance the accounts and then turn the records over to the Faculty Advisor.

Faculty Advisor

Section 1. The faculty advisor shall be a Doctor of Veterinary Medicine engaged in the practice of Laboratory Animal Medicine and shall be a member of the American Society of Laboratory Animal Practitioners and a employed by Iowa State University.

Section 2. Duties

1. Shall serve as an advisor to the Chapter.
2. Shall attend or be represented at all meetings of the Chapter.
3. Shall be consulted on all amendments to the Constitution and Bylaws and financial transactions.

Section 3. Terms of Service

1. The advisor shall serve a term of one year.
2. The advisor may renew service annually on a volunteer basis.

Section 4. Impeachment/Replacement of Advisor

1. The impeachment and replacement of an advisor shall follow the protocol of the impeachment/replacement of an officer.

Elections

Section 1. All officers shall be elected by secret ballot in accordance with customary parliamentary procedures.

Section 2. A majority vote shall be required for election.

Section 3. Election of officers and their installation shall take place at the last business meeting of the spring term.

Section 4. Only members in good standing shall be privileged to vote.

Impeachment and Replacement of an Officer

Section 1. Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 2. In the event of an officer’s impeachment, an emergency vote shall be held in the same manner as a normal election, except taking place within 14 days of the impeachment

**Article VIII – Finances**

Section 1. Dues will be charged to all members in the amount of $10.00 annually. These dues will be collected at any time throughout the year for students wanting to become members but will not be pro-rated.

Section 2. 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. The Adviser to this organization must approve and sign each expenditure before payment.

**Article IX – Amendments and Ratifications**

Section 1. Constitutional amendments shall be approved by a two-thirds vote of the members of the Chapter in attendance at a regular meeting at which a quorum is present. Proposed amendments shall be presented to the Board of Directors of the American Society of Laboratory Animal Practitioners for approval at least three months before final action is to be taken.

Section 2. The Student Chapter secretary shall advise the Board of Directors of the American Society of Laboratory Animal Practitioners of any amendments made to the bylaws. Amended or ratified constitution will be submitted within 10 days to the Student Activities Center for approval.

**Article X – Relations with the American Society of Laboratory Animal Practitioners**

Section 1. The Chapter shall operate in a way consistent with the provisions of an official charter granted by the American Society of Laboratory Animal Practitioners.

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