* ***Article I. Name***

The name of this organization shall be Iowa State University College of Veterinary Medicine, Class of 2018.

* ***Article II. Purpose & Goals***

**Section One**: The purpose of The College of Veterinary Medicine Class of 2018 shall be to govern the College of Veterinary Medicine Class of 2018. Our goals include but are not limited to functioning as a liaison between the College of Veterinary Medicine administration and the College of Veterinary Medicine Class of 2018, facilitation of social activities among members, academic support in the form of organizing review sessions and moving exams, and lastly funding and planning of the College of Veterinary Medicine Class of 2018 graduation dinner party and class gift to the Iowa State University College of Veterinary Medicine. Voting stipulations apply ***only*** to those members in attendance during class meetings. For an order to pass, there must be a two-thirds majority vote in favor of the change. The exception of the two-thirds majority vote rule exists in moving an examination date within the first three weeks of a semester, in which a simple majority vote rule will be implemented. In the event an examination is requested to be moved ***after*** the initial three weeks from the start of the term, a vote of two-thirds of members in attendance will be required for exam date adjustments. Meetings will be held as needed.

**Section Two: The College of Veterinary Medicine Class of 2018 abides by and supports established Iowa State University policies, State and Federal Laws as well as the Honor Code.**

* ***Article III. Statement of Compliance***

Section One: “The College of Veterinary Medicine Class of 2018” abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section Two: “The College of Veterinary Medicine Class of 2018” agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

* ***Article IV. Non-discrimination Statement***

Our organization, as part of Iowa State University, do 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.

* ***Article V. Membership***

**“Membership shall be open to all registered students at Iowa State University in the College of Veterinary Medicine Class of 2018”.** Membership termination will result if dues are unpaid for the school year, and/or if a student is no longer in good standing with the university, including academic or behavioral. Membership termination includes restrictions in being able to participate in any and all class voting exercises, as well as purchase a ticket for the fourth year dinner party banquet. A refund of previous year’s dues will not be issued.

* ***Article VI. Officers***

ELECTION OF OFFICE

Elections for the positions of president, treasurer and secretary were decided by the College of Veterinary Medicine Class of 2018 during the second week of class in September of 2014. Two class advisors were also selected and voted on in September 2014. Jeremy Servantez was elected president, Trisha Collins was elected treasurer, Katherine Turnbull was elected secretary, and Drs. Jennifer Schleining and Patrick Philips were elected advisors. All officers and the advisors were elected by secret ballot and a simple majority vote of those present. There will be a new election decided on, by two-thirds vote of those present, held at the end of spring semester for the subsequent year, for position of President, Secretary, Treasurer and Advisors.

TERM OF OFFICE

The term of office will be one year for president, secretary, treasurer and both advisors. 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 organization goals.

REMOVAL OF OFFICER OR ADVISOR

Removal of an officer or advisor will be achieved with a two-thirds vote by those members of the organization in good standing. Officers or advisors may be removed if they do not meet stated requirements or are deemed unfit by the organization to perform their assigned duties. The officer to be impeached will have the opportunity to speak and/or be present at the proceeding.

**“The officers of this organization must meet the following requirements:**

1. **Have a minimum cumulative grade point ratio (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. For veterinary professional students, the minimum cumulative 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. **Be in good standing with the university and enrolled: at least half time (four or more credits), 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 of office.**
3. **Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."**

OFFICER DUTIES

1. President
	* Preside over all class meetings, executive meetings and class votes
	* Complete President training for University Organizations
	* Student-faculty-administration liaison
	* Coordinate review sessions with course instructors and/or “Study Nerds”
	* Maintain communication with organization advisors and course instructors
	* Liaison between fellow student organizations
	* Oversee all appointed committees
	* Responsible for risk management
2. Treasurer
	* Maintain accurate record of organization transactions
	* Complete Treasurer training for University Organizations
	* Collect dues
	* Give a Treasurer’s report at each class meeting
	* Develop organization budget
	* Cosign organization checks along with the Advisor
	* Oversee funds collected during fundraising opportunities for the organization
	* Solicits additional funding if needed from the Student Government
3. Secretary
	* Record and organize meeting minutes and send to organizational members via email following a meeting
	* Maintain class schedule calendar
4. Advisor
	* Maintain communication and meet with at least one of the officer(s) at least twice per semester
	* Awareness and approval of financial expenditures
	* Attend class meeting if/when available
	* Provide wisdom and guidance to the class
* ***Article VII. Finances***:

**"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 will be deposited by the Class Treasurer. The Advisor to this organization must approve and sign each expenditure before payment."**

Upon dissolution of The College of Veterinary Medicine Class of 2018, if any monies are remaining, a class vote prior to graduation will determine their appropriations at the discretion of the Executive committee.

Dues will be set at twenty dollars for each year and an annual vote will decide an increase if so desired. The treasurer will set a payment due date that allows class members a maximum of thirty days to pay class dues. Any member who has not paid their dues at the end of this payment period will be assessed a late fee of five dollars per week that the dues are late. If there is an incurred late fee on class dues, the total cost will never exceed fifty dollars.

For any event over the cost of fifty dollars, a budget will be established by the treasurer.

* ***Article VIII. Amendments & Ratification***

This constitution can be ratified after members are given the opportunity to review the constitution.

Amendments will be passed according to the voting restrictions listed in Article II: Section I. An amended or ratified constitution will be submitted within 10 days to the Student Activities Center for approval.

* ***Article IX. Movement of Academic Exams***

The class will have a time period of three weeks from the beginning of the term to seek adjustments to determined exam dates. The President will speak with faculty and report back to the class with possible options and based on the voting stipulations, the outcome will be determined. Special exceptions will be made in the incidence the syllabus is altered by a professor after the initial three weeks of the course. Final examination dates can also be requested for movement and as long as the course instructor is willing, the two-thirds voting rule will be implemented.

* ***Article X. Risk Management***

The President will assume the duties of the College of Veterinary Medicine Class of 2018 risk managers. 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)

Signature President: Jeremy Servante z date

 Signature Treasurer: Trisha Collins date

 Signature Secretary: Katherine Turnbull  date

Signature Advisor: Dr. Jennifer Schleining date

Signature Advisor: Dr. Patrick Philips date

