**Constitution of Veterinarians Without Borders ISU**

Article I: Name

1. The name of the organization will be Veterinarians Without Borders ISU.
2. The club can also be identified by the names and abbreviations: Vets Without Borders ISU, Veterinarians Without Borders, Vets Without Borders, VWBISU, and VWB.

Article II: Purpose

1. The purpose of Veterinarians Without Borders ISU will be:
   1. To give students preparing for careers in veterinary medicine or animal care a greater understanding of world health and social issues involving the animals and/or the communities that own them.
   2. To give students preparing for careers in veterinary medicine or animal care a community amongst themselves, with veterinary students, with professionals in said fields, and with the communities that members provide aid to.
   3. To help educate students in the variety of career options available in the fields of veterinary medicine and animal care.
   4. To provide aid to animal and/or related underserved human populations worldwide, through the venue of various service trips, carried out by just ourselves, with other sister chapter(s) of Veterinarians Without Borders, or with 3rd parties.
   5. To be apolitical and secular, and accepting of all peoples.

Article III: Membership

1. Membership is open to all Iowa State University students who:
   1. Are in good standing with Veterinarians Without Borders ISU and Iowa State University.
   2. Are on the Veterinarians Without Borders ISU Chapter Listserv.
   3. Have at least occasional participation in club events.
   4. Pay club dues, as described in article XI.
   5. Attend all main meetings unless they have an excused absence. Excuses should be sent to the Secretary 24 hours before the missed meeting
   6. If they have more than two unexcused absences per semester they shall be removed from the listserve
2. All members are eligible to attend all main meetings.
3. All members who are part of a trip group must attend all preparatory meetings for said trip, unless a valid excuse is accepted for an absence by the trip coordinator.
4. All members interested in going on Veterinarians Without Borders ISU trips must show dedication to the club with continued participation in club activities.

Article IV: Affiliations

1. Veterinarians Without Borders ISU is associated with the Iowa State University College of Agriculture and Life Sciences and Veterinarians Without Borders, Inc.

Article V: Non-Discrimination Statement

1. Iowa State University Veterinarians Without Borders ISU 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 VI: Statement of Compliance

1. Veterinarians Without Borders ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Veterinarians Without Borders ISU agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

Article VII: Risk Management

1. The role of the Risk Management Officer is to:
   1. Help minimize potential risks for club activities.
   2. Recommend risk management policies or procedures to Veterinarians Without Borders ISU.
   3. To submit documentation to Iowa State University’s Risk Management Officer.
   4. To ensure that Iowa State University policies are followed at all of the organization’s events.
   5. To ensure that proper waivers and background checks are on file with Risk Management for events, if applicable.
2. The Risk Management officer will follow all other office rules as outlined in Section VIII.

Article VIII: Officers

1. The Executive Board will consist of the following officer positions:
   1. President
   2. Vice-President
   3. Treasurer
   4. Secretary
   5. Public Relations
   6. Trips Coordinators
   7. Fundraising Chair
   8. Social Chair
   9. Learning and Experience Chair
2. Eligibility
   1. All officers must maintain a cumulative GPA of at least 2.5
      1. Any officer with a cumulative GPA below 2.5 will be immediately evicted from office.
   2. All officers must be enrolled in at least six (6) credit hours for the semester, unless less than six are required to graduate at the end of the semester, or if they have Full Time Equivalent (FTE) status.
   3. All officers must remain as active members within the organization and attend all executive and main meetings, unless excused by the President.
      1. The consent of both the Vice-President and the Treasurer must be given to excuse the President from a main meeting or executive meeting.
      2. All officers can’t exceed missing over 1 executive meeting and 2 main meetings a semester, excused or unexcused with the exception of night exams and classes. If so they will have to forfeit their position and be removed from the campus organization list.
3. Officer Duties
   1. President
      1. To be chairperson of the Executive Board.
      2. To preside at all meetings of the club. Will determine monthly meeting times and locations of the main and executive council.
      3. To serve as an ex-officio member of all club committees.
      4. Will ensure that the club abides by all rules of the Student Activities Center.
      5. Will preside over all election processes.
      6. Will cast only tie-breaking votes.
      7. Has the power to delegate any duties to other officers other than those stated in the Constitution.
      8. Will look for and correspond with professional speakers for each main meeting.
      9. Make powerpoints for meetings
      10. Update student org page
      11. Coordinate food for one meeting per semester
      12. Authorize P-card transactions
   2. Vice-President
      1. To preside at all meetings in the absence of the president.
      2. To serve as an ex-officio member of all club committees.
      3. Should position of president be vacated, vice president will assume the position of president immediately.
      4. Re-election for a new vice-president would occur at the immediate next general club meeting.
      5. Oversees the orderliness of the general going-on of the club
      6. Will assemble an annual constitutional and by-laws review committee and ensure President and Secretary receive updated version.
      7. Collect a signed document that ensures that all executive members have read and understand the constitution.
      8. Will be in charge of the constitution revision that will take place at the end of the school year annually.
      9. Will assume the role of risk management officer for club matters not pertaining to the trips.
      10. Will be design the club T-shirt
   3. Treasurer
      1. Will collect dues.
      2. Will maintain a budget.
      3. Will submit a monthly statement to executive and club members.
      4. Will maintain a current list of members who have paid their dues for the given time period.
      5. Must register the club with the Iowa State University Student Activities Center.
      6. Will present a treasurer’s report at every meeting to notify exec members of the financial status of the club.
      7. Will handle all transactions of club monies.
      8. Will serve as the active name on the club’s P-Card.
   4. Secretary
      1. Will keep a record of proceedings of each meeting.
      2. Will maintain club e-mail account and club e-mail list.
      3. Will correspond with treasurer to update active members.
      4. Must transfer ownership of email list to succeeding officer.
      5. Will email the minutes of the previous club meeting following each monthly meeting to the PR chair for dispersal.
      6. Will write and supervise distribution of the club agenda.
   5. Public Relations
      1. Pictorial records will also be kept, including photos, slides, and/or video of any club activities.
      2. Will be responsible for maintaining the VWB social media.
         1. Facebook
         2. Instagram
      3. Will put together promotional materials, digital, hardcopy and otherwise, for the club.
      4. Will organize, gather, help for, and carry out various activities to enhance club visibility. These activities may include, but are not limited to:
         1. “Chalking” on campus sidewalks
         2. Flyer distribution
         3. Presenting for the club
         4. Composing mass emails
      5. Will create a newsletter and send it out after every main meeting including the following:
         1. Highlights from the main meeting
         2. Articles, stories, fun facts, etc. that would be of interest to the club
         3. Club minutes from the secretary
      6. Update the Kildee board outside 119
   6. Trips Coordinators
      1. There will be two Trips Coordinators, a senior and a junior one
      2. Each trips coordinator will serve a 2 year term, offset from one another by 1 year
      3. The senior officer will educate the junior one on Trip Coordinator orders of business
      4. Will research options for club trips
      5. Will consult with the Executive Board to see which trips are the most feasible.
      6. Will work with 3rd parties to ensure that trips are carried out in an orderly fashion.
      7. Will work to ensure the safety of all members on club trips.
      8. Will be in charge of risk management that pertains to the club trips.
      9. The junior will advertise an additional trip besides the main one
      10. The junior will also assist with senior duties
   7. Fundraising Chair
      1. Will work to generate funds for the club
         1. Will take advantage of local business partnering offers.
         2. Will ask sponsors for donations.
         3. Will hold fundraisers for the club.
      2. Will coordinate with the Treasurer to make sure that all raised funds are transferred to the club account properly.
      3. Will host a minimum of three fundraising events a semester.
   8. Social Chair
      1. Will represent the general club population at the executive meetings and in executive decision making.
      2. Must have a minimum of two club activities per semester and organize social events throughout the year.
      3. Will coordinate with a P-card holder to provide any food and refreshment to general club meetings.
      4. In the event of food needing to be served or handled must attend Food Safe 101 Training.
      5. Will organize volunteering events
      6. Will actively seek out local service opportunities and inform the club of them
      7. Will help to improve the club’s image through spread knowledge of its good works.
   9. Learning and Experience Chair
      1. Will help organize group educational programs pertaining to:
         1. Fish and Wildlife
         2. Exotics
         3. Laboratory animals
         4. Veterinary career opportunities
         5. Clinical skills
      2. Will help promote wildlife rehabilitation and conservation
      3. Will help organize wet labs
      4. Will be responsible to hosting a minimum of two events per semester
4. Term Length
   1. The length of all officer terms will be 1 year, unless otherwise stated in article VIII.3; from one election to the next, as outlined in Section XIII.

Article IX: Meetings

1. There will be regular monthly main club meetings for the attendance of all club members.
   1. Officers will report the status of their duties at main meetings.
   2. Other club business immediately relevant to the general club membership will be discussed at main meetings.
   3. The President, Vice President, Treasurer, Secretary, and PR chair can visit with different groups as needed.
2. There will be regular monthly executive meetings for members of the Executive Board.
   1. Matters discussed in executive meetings will be those relevant to Veterinarians Without Borders ISU as a whole, but not immediately relevant to the general membership.
   2. Executive meetings will be held on the week before main meetings
   3. Executive meetings will be open to the public
3. All committees will meet separate from main meetings at least once a month, at a time and place to be determined by the Committee Chair.
4. Special main meetings may be called by the Executive Board.
5. Special executive meetings may be called by the President, Vice-President, and Treasurer combined.
6. Executive meetings are mandatory for all members. Excuses need to be sent to the President 24 hours before the missed meeting.

Article X: Disciplinary Action

1. Membership, officer-ship, or Adviser-ship may be suspended or revoked by the Executive Board for deliberate and/or repeated violations of the club constitutions or regulations, or other offensive actions, including, but not limited to:
   1. Risk Management Officers, other Officers, or Faculty Co-Advisers failing to perform their duties as outlined in Articles VII, VIII, and XII, respectively.
   2. Inappropriate (vulgar/harassing) behavior directed at VWBISU members or the public.
   3. Deliberately misleading the public.
2. The procedure for suspension or revocation of membership is:
   1. The Member, Officer, or Co-Adviser will be informed in writing of mer violation by a member of the executive board, with the signed (typed or written) names of at least 2/3 of the executive board on the document.
   2. The Member, Officer, or Co-Adviser will appear before the Executive Board to state zer case.
   3. The Executive Board will vote whether the disciplinary action will be a suspension or revocation, as determined by a simple majority vote.
      1. The length of suspension will be discussed by the Executive Board and approved by a simple majority vote
      2. There will be no suspension of an officer-ship; only revocation.
   4. The Member or Officer Suspension or revocation can occur with a two-thirds (2/3) majority vote of the executive board.
      1. If the disciplined member is an officer, ze will have no voting power in any of the disciplinary proceedings.
      2. If the disciplined member is an officer, the vote for suspension or revocation will be preceded by a decision of whether the suspension of revocation will be of the member’s officer position or club membership, as determined by a simple majority vote by the Executive Board.

Article XI: Dues

1. Dues will be decided by the executive council at the first executive meeting of each school year.
   1. Dues will be $20.00 per year or $10.00 per semester.
   2. Dues will increase by $5 if they are not paid by the date (excluding new members)
   3. Dues will be required by all club officers before the first main meeting of the semester.
   4. Dues will be required by all member(s) applying to go on a trip.
      1. Dues will be due by the trip application due date in question.
   5. Annual or semester dues must be paid by all 5pm the day after the second meeting of the semester.
   6. Those who don’t pay dues by the aforementioned time will be removed from the club listserv.
      1. Prospective members can pay dues at any time and be added to the listserv immediately
2. Finances
   1. All monies belonging to this organization will be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved in 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 the payment exceeds $500.00.

Article XII Faculty Co-Advisers

1. Multiple faculty will be allowed to serve contemporaneously as Advisers, sharing equal power and responsibilities.
2. There must be at least one faculty performing Adviser duties at any given time.
3. Each Adviser will be a faculty member at Iowa State University who deals with pre-veterinary students, and/or students in animal science or NREM, and/or who are faculty at the Iowa State University College of Veterinary Medicine.
4. The Adviser will be invited to serve by the executive council before the semester asked to advise.
5. At the end of each school year, the executive team will ask Adviser if they wish to return and serve another year as Adviser.
6. Adviser Duties
   1. Maintain communication and meet with officers regularly.
   2. Maintain awareness and approval of financial expenditures
   3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
   4. In the event of the resignation of an Adviser, said Adviser will coordinate with and suggest a new Adviser, to be confirmed by the currently sitting Executing Board.

Article XIII: Elections

1. Annual elections
   1. Regulations
      1. Annual elections will occur at the last meeting(s) of the fall semester for all positions.
      2. At least one main meeting before holding elections, the election date(s) and positions will be announced.
      3. In order for elections to be conducted a quorum of one third (1/3) of all active members must be present.
   2. Electoral Proceedings
      1. All interested candidates must meet eligibility requirements as stated in Section III.1 and Section XIII.1.
      2. All interested candidates will have the opportunity to submit a nomination questionnaire for club distribution at least one week prior to the election.
      3. In addition to pre-meeting nominations, eligible candidates will be allowed to run for positions from the floor.
      4. Presidential and Vice Presidential positions will be dealt with as such:
         1. If a candidate is not voted into the position they ran for, they are eligible to slide one time and run for one additional position on the executive team.
      5. All eligible nominees per position will be asked to leave the meeting room.
      6. One candidate at a time will be given the option to address the club for no more than one minute. Any candidate that has slid to run for another position will be allowed a maximum of thirty seconds to speak.
      7. Following address, the floor will be opened up for a maximum of two relevant and fair questions directed to the candidate(s).
      8. Upon cessation of any questions, the candidate will be asked to leave the meeting room again.
      9. Point X.a.ii.5 through point X.a.ii.8 will be repeated for each eligible nominee for said position.
      10. When all eligible nominees for said position have left the meeting room, a general comment period and one additional comment may be made for each candidate.
      11. At completion of general discussion for said position will be held according to Section XIII.a.iii.
      12. At completion of voting, nominees for said position will be asked to re-enter the meeting room.
      13. After results of a position are announced, any non-winning eligible candidate will have the opportunity to run for no more than one additional executive position that has not yet been voted on, this may include all executive positions on the agenda.
      14. The elections for each position will follow the proceedings in Section XIII.ii
      15. Elections will conclude when the last elected position has been announced.
   3. Voting Procedures
      1. Only active due paying members will be allowed to cast votes.
      2. Voting will be performed by secret ballot.
      3. Voting can be conducted electronically or through paper ballot.
      4. President will appoint executive council members to assist in elections.
      5. Positions will be decided by a simple majority vote.
      6. In the event of a tie, the president will cast a tie-breaking vote.
      7. The current president will announce the newly elected officers to the club as soon as results are available.
2. Special elections
   * 1. Special elections will be held for any officer vacancies and/or new position openings other than those elected during annual elections.
     2. Special elections will occur at next main meeting following vacancy or opening.
     3. Nominations and elections will occur during said meeting
     4. Election process will occur in accordance with Section III.a.ii (disregarding Point X.a.ii.2) and Section XIII.a.iii

Article XIV: Committees

1. Any officer will have the ability to form a committee underneath them with the permission of the President.
   1. The founding officer will serve as Chair of mer committee.
   2. The committee will help the Chair in the fulfillment of the Chair’s duties.
2. Each committee will have a Vice-Chair
   1. The Vice-Chair will be appointed by the committee’s Chair.
   2. The Vice-Chair will fulfill the duties of the Chair in zer absence.
3. Each committee will have a Secretary
   1. The Secretary will be appointed by the committee’s Chair.
   2. The Secretary will record and send out the committee meeting’s minutes to the committee’s members and the Executive Board.
4. The size of membership of a committee is up to the discretion of the Chair.
5. As in SectionVIII.3, the Chair will determine the meeting’s time and place.
6. The members of a committee will each be selected by the Chair.
7. The President can choose to form an *ad hoc* committee and appoint its chair, should the need arise.

Article XV: Loss of Officers

1. Resignation / Impeachment of President
   1. Should the president leave office for any reason, the vice president will move up to fill the vacancy.
   2. A new vice president will be elected following Section XIII election procedures at the time of the change of office.
   3. All other officers will remain in their designated offices.
   4. If any club member feels that the president is not fulfilling zer duties, they may submit a written petition to the club Advisers with at least twenty-five percent of active club member’s signatures calling for the removal of the president.
   5. The situation will be dealt with as deemed necessary by faculty Advisers.
2. Resignation/Vacancy of Officers
   1. If any other office is vacated, an election will be held for that office only. Excludes two year positions.
   2. Election of midterm vacancies will occur at the next main meeting following said vacancy.

Article XVI: Constitutional Amendments

1. The Veterinarians Without Borders ISU Club constitution will be reviewed and amended as necessary.
2. Amendments must be presented at the constitution revision meeting where it will be approved by three-fourths majority vote of members present.
   1. Constitutional revision meetings will take place at a time and place to be determined by the President.
3. All revisions must be approved within that semester.
4. Upon any revisions, the approval date of the constitution will be updated.