

College of Veterinary Medicine Class of 2019 Constitution

Proposed: April 2016

- **Article I. Name**

The name of this organization shall be Iowa State University College of Veterinary Medicine, Class of 2019.

- **Article II. Purpose & Goals**

Section One: The purpose of The College of Veterinary Medicine Class of 2019 shall be to govern the College of Veterinary Medicine Class of 2019. 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 2019, 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 2019 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 two 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 at minimum one time per semester.

Section Two: The College of Veterinary Medicine Class of 2019 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 2019” 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 2019” agrees to annually complete President’s Training, Treasurer’s Training and Adviser 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 2019”. 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 of a ticket for the fourth year dinner party banquet, if the member is not in good standing within three months of the event. A refund of previous year’s dues will not be issued.

For a member to be in good standing with the College of Veterinary Medicine Class of 2019, they must achieve the following criteria:

1. Paid \$30 dues by the deadline set through the organization board, for each of the three years that dues are to be collected.

- a. If payment of dues cannot be met within the designated time for financial reasons, written or electronic communication with either the treasurer or president must occur. An explanation of the inability to pay dues must be provided. After providing adequate explanation, as decided by either the president or treasurer, accommodations will be made with the person in order to allow them to maintain good standing with the organization, whilst also contributing positively to the organization.
 - b. Dues submitted past the deadline, and without prior approval from the president or treasurer, will have an associated \$5 late fee for each week the dues are late. Should a late fee accrue, payment will not exceed \$50.
 - c. If a total value of \$90 in dues, excluding late fees, is not met by December of 2018, the offender will be charged the remaining fee as part of their admission to the class banquet. They will also be in poor standing, and will have to meet one of the criteria below.
2. Maintain in good standing with the university, both on an academic and behavioral basis.

For a member to regain good standing with the organization, the accused person may do one of the following:

1. Submit a written statement explaining the reason or rationale behind obtaining poor standing within the organization, and include, in detail, what actions will be taken by the accused to obtain good standing in subsequent semesters.
2. Provide documentation that the accused has successfully regained good standing with the university, if the accused was in poor standing with the university and consequently with the organization. This would include written documentation by proper authorities in charge of reporting and/or determining good standing in the university.
3. Demonstrate philanthropic action in the community by planning and executing a community service event which represents the Class of 2019 in a professional manner. Inclusion of other organization members is recommended to further promote the organization. Documentation of the event shall be in the form of photographs of the event, signature from the beneficiary of the event, or confirmation from one of the officers or advisers who were present at the event.
4. If poor standing has resulted from failure to pay dues in a timely manner, the offender can pay their dues with an associated \$5 late fee for each week the dues are not, but not to exceed \$50.

Upon receiving the documentation of an attempt to regain good standing with the organization, voting will occur between the officer team and advisers, with the addition of the fundraising chair and any other chair members of the organization. If a majority vote is reached by the board to approve the actions taken by the member in poor standing, the members will be granted the right to good standing with the organization. If the motion to approve does not pass, the member shall remain in poor standing until the subsequent semester, therein which the member may attempt to regain good standing again, utilizing one of the opportunities listed above.

Should the approved member reach poor standing with the organization in following academic semesters, said member must complete one of the above opportunities again, followed by voting and decision by the board members and advisers.

If a member of the College of Veterinary Medicine Class of 2019 comes into poor standing for a third time, said member relinquishes their rights to attend the class banquet and any associated events.

- **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 2019 during the first week of class in August of 2015. Two class advisers were also selected and voted on. Ashley Sutton was elected president, Holly Salzbrenner was elected treasurer, Elizabeth Houston was elected secretary, and Drs. Drew Magstadt and Heather Greenlee were elected advisers. All officers and the advisers were elected by secret ballot and a simple majority vote. There will be a new election held at the end of spring semester for each subsequent year, for position of President, Secretary, Treasurer and Advisers, if desired by the Class of 2019 through majority vote

TERM OF OFFICE

The term of office will be ongoing for president, secretary, treasurer, and both advisers, unless a new election is decided on by the organization through majority vote, in which case, relinquishment of officer duties will occur after the last day of finals of that spring semester. Instatement of the new officer will occur on the same day in which the outgoing officer relinquishes their duties. 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 ADVISER

Removal of an officer or adviser will be achieved with a simple majority vote by those members of the organization in good standing. Officers or advisers 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. Shall an officer be removed from the board, the Class of 2019 will hold a meeting no later than one week after the removal of the officer, wherein a new officer will be nominated and appointed by majority vote.

“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. 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.**
- (b) **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.**
- (c) **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 advisers 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 Adviser
- Oversee funds collected during fundraising opportunities for the organization
- Solicit 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. Adviser

- 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 Adviser to this organization must approve and sign each expenditure before payment."

Upon dissolution of The College of Veterinary Medicine Class of 2019, 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 thirty dollars for each year, collected beginning in the second year of enrollment and an annual vote will decide an increase, but no decrease, 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 two 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 two 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 2019 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)