**Constitution of the College of Veterinary Medicine Association for Graduate Students (CVMAGS)**

Approved by the Members: 7/27/16

Amended by the Members:

**Article I Name:**

The name of this organization shall be the College of Veterinary Medicine Association for Graduate Students (CVMAGS).

**Article II Purpose:**

Further graduate student interests; graduate student-University relations; and the social, cultural, and academic enrichment of graduate students.

**Article III Statement of Compliance:**

“College of Veterinary Medicine Association for Graduate Students abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  The College of Veterinary Medicine Association for Graduate Students agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)”

**Article IV Non-Discrimination Statement:**

“Iowa State University’s College of Veterinary Medicine Association for Graduate Students does 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 graduate students in good standing at Iowa State University’s College of Veterinary Medicine.”*

**Article VI: Risk Management:**

The Risk Management Officer will be the President of the College of Veterinary Medicine Association for Graduate Students.

Adding to the role of the President, they will also help minimize potential risks for club activities. They will recommend risk management policies or procedures for the College of Veterinary Medicine Association for Graduate Students, to submit documentation to ISU’s Risk Management Office, and to ensure that ISU’s policies are followed at all of the organization’s events. If applicable, they will also ensure that proper waivers and background checks are on file with Risk Management for events.

**Article VII Officers:**

**Officers**

**Elected Positions**

* The elected positions of the CVMAGS must be current constituents who will serve a minimum of one (1) academic year.
* Each elected position shall serve without salary or other financial compensation.
* Elected positions shall be elected when 75% of active members are present and voting.

**Officers**

* + The officers of the CVMAGS shall be a President, Vice President, Treasurer, and Secretary.
  + The President shall:
    1. Serve as or delegate a representative to any University board or committee.
    2. Serve as the official representative of the CVMAGS to entities within the University.
    3. Serve as the Risk Management Officer.
    4. Call special meetings as required and preside over regular and special meetings.
    5. Supervise the development, planning, organization, funding, and hosting of a variety of social, cultural, and recreational events that foster interaction amongst graduate students from each department.
    6. Cast the deciding vote when a particular vote results in a ties.
    7. Host, along with the Vice President, a CVMAGS Involvement Dinner at least once each semester to encourage graduate students to coordinate and to assist with projects.
  + The Vice President shall:
    1. Assist with soliciting graduate student volunteers to coordinate and help with projects.
    2. Report regularly to the elected officers and constituents on the projects undertaken by and for graduate students on behalf of the CVMAGS.
    3. Assume and perform the duties of any absent elected officer.
    4. Host, along with the President, a CVMAGS Involvement Dinner at least once each semester to encourage graduate students to coordinate and to assist with projects.
  + The Treasurer shall:
    1. Oversee the maintenance of the financial records of the CVMAGS.
    2. Oversee the receipt and deposit of all revenue of the CVMAGS.
    3. Monitor the status of all CVMAGS bank accounts.
    4. Oversee the payment of all authorized bills of the CVMAGS.
    5. Update the officers and constituents on the status of all or any accounts regularly or by request.
  + The Secretary shall:
    1. Keep minutes of the proceedings of all meetings and make copies of the minutes openly available to the constituents for review no later than two weeks after a meeting, regular or special, ends.
    2. Conduct the official correspondence of the CVMAGS.
    3. Submit a budget to the Treasurer before the first official meeting of the year for activities.
  + All officers shall encourage student volunteers – and facilitate their efforts in organizing projects undertaken for the graduate student community.

**Commissioner of Elections**

* + Elections are handled by the Commissioner of Elections, who is the President
  + The Commissioner of Elections may convene a committee to assist in the election process.

**Elections**

* + All constituents of the CVMAGS shall have one eligible vote in CVMAGS elections.
  + Elections shall be held by secret ballot and 75% of active members must be present and voting.
  + Elections shall be held in April.
  + The Commissioner of Elections shall certify the results of all elections on or before the Thursday preceding the second-to-last Friday of April.

**Accession to Office**

* + The terms of each elected position shall end at the last regular meeting in May, at which meeting the newly-elected positions assume office.
  + Before the last regular meeting in May, the newly-elected positions shall meet with the outgoing elected positions and discuss the booking of CVMAGS events for the coming year and events for the summer.
  + The Commissioner of Elections will administer the oath of office
    1. *I do solemnly pledge that I will faithfully execute the duties of the \_\_\_\_\_\_\_\_ of the College of Veterinary Medicine Association for Graduate Students, The State University of Iowa.*
  + After being elected, but before the first regular meeting in September,
    1. The Vice President shall thoroughly review the *Robert’s Rules of Order, Newly Revised.*
    2. The Secretary shall ensure an updated list of members of the constituents is on record.

**Vacancies and Removal from Office**

* + If any elected position shall become vacant, the Officers may appoint an interim until a substitute can be elected.
  + A position can become vacant when the person notifies in writing to all Officers that she or he is vacating the position. The Vice President will become an immediate substitute in that position, unless it is the Vice President spot that becomes vacant in which case the President would take on the responsibilities. The Officers could then choose an interim replacement until a new person is voted into the position.
  + Procedures for removing from office any elected position or appointed position:
    1. A written statement of the charges brought against the officer to be removed must be signed by five (5) members and must be submitted to the Secretary (or, if the charges are against the Secretary, to the Vice President) at least two (2) weeks prior to the regular meeting at which the vote of removal is to be taken.
    2. The person so charged will be given the opportunity to publicly respond to charges at least at the regular meeting at which the vote of removal is to be taken.
    3. In no case shall the person who is undergoing removal proceeding chair the meeting at which her or his removal is to be voted upon.
    4. Removal of an Officer requires that 75% of members are present and voting and two-thirds of the votes must be for “yes to removal” for the vote to be valid.
  + Impeachable offenses include, but are not limited to: neglect during a meeting or event that can or did lead to harm or injury, continuous disregard of responsibility of position, and misuse of association funds.

**Voting**

* + All substantive matters shall be decided by a simple majority of the legal votes cast but only when 75% of active members are present and voting.

  "The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), 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.

(b) 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 undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

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

**Article VIII Adviser:**

* Adviser Duties—The Adviser can be asked to assist in ideas for activities, to be the deciding vote in the case of a tie for any issue, to help coordinate events, or any other function within the College of Veterinary Medicine Association for Graduate Students. The Adviser will be a point of assessment for risk management, if questions were to arise.
* Method of election/selection of adviser(s)—The officers would ask a new faculty/staff member to come on as Adviser. If there are multiple options for the new Adviser, then voting would proceed in the same fashion as electing an officer.
* Adviser(s) Term of Service—The Adviser will stay with the College of Veterinary Medicine Association for Graduate Students in increments of academic years and can stay until they wish to step down.
* Impeachment/Removal of Advisers—
  + A written statement of the charges brought against the advisor to be removed must be signed by five (5) members and must be submitted to the Secretary at least two (2) weeks prior to the regular meeting at which the vote of removal is to be taken.
  + The person so charged will be given the opportunity to publicly respond to charges at least at the regular meeting at which the vote of removal is to be taken.
  + In no case shall the person who is undergoing removal proceeding chair the meeting at which her or his removal is to be voted upon.
  + Removal of the Advisor requires that 75% of members are present and voting and two-thirds of the votes must be for “yes to removal” for the vote to be valid.
  + Impeachable offenses include, but are not limited to: neglect during a meeting or event that can or did lead to harm or injury, continuous disregard of responsibility of position, and misuse of association funds.
* Replacement of Advisers—The officers would ask a new faculty/staff member to come on as Adviser. If there are multiple options for the new Adviser, then voting would proceed in the same fashion as electing an officer. The new Adviser would then start their role at the same time as the new officers.

**Article IX 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 must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."
* No dues will exist at this time, but that is subject to change upon further establishment of the CVMAGS.
* The Treasurer will oversee finances of the association but expenditures must be voted on the by elected officers and in the case of a tie, the advisor or members (75% must be present and voting) can be used to break the tie.
* If the organization is dissolved, the money will be given to a charity that will be voted on as described in the voting section.

**Article X: Amendments & Ratification**

The constitution is to be voted on for approval in the same manner as regular voting, where 75% of active members must be present and voting. The same applies to voting on amendments and ratification. To create an amendment and ratification, at least 5 members must submit it to the Secretary and voting will occur at the next regular meeting. Should an amendment or ratification be voted in to the constitution, it will immediately be adopted into the association. A prompt submission of an updated constitution and bylaws will be given to the Student Activities Center (within 10 days) should the document be amended following recognition.

**Article XI: Other**

**Meeting**

* + At least one (1) regular meeting will be held each month from September to May, while the CVM is in session.
  + Within the first week of classes beginning, the President will publically announce the date/time/location of each regular meeting for the semester to all of the constituents and include the future methods of communication for the CVMAGS including, but not limited to, email lists and websites.
  + Included in the last regular meeting in May, following the accession to office by new officers, the elected officers shall establish a schedule specifying the time/date/location for each regular meeting for the following academic year.
  + Requests for special meeting will be called by the President if a written demand is submitted by/including 1/3 of active members
  + The Secretary shall send each member written notice of all regular and special meetings at least seven (7) days prior to such meetings.
    1. Email, campus mail, U.S. mail all acceptable.

**Procedure**

* + Each meeting, regular and special, shall be open to all constituents of the CVMAGS.
  + Minutes from each meeting, taken by the Secretary, will be approved at the beginning of the next regular meeting by the President.
  + Any situation not provided for in the Constitution or in binding resolutions of the CVMAGS shall be decided according to *Robert’s Rules of Order, Newly Revised.*

**Annual Report**

* + The Treasurer and Secretary must prepare and submit to the President and VP, by the last regular meeting in May, an annual report consisting of:
    1. The accomplishments of the CVMAGS, including all of its personnel.
    2. Any recommendation that may be pertinent.
    3. A summary of income and expenditures of the CVMAGS to date.
  + Each Officer shall approve and sign the annual report.