**The Student Chapter of:**

**The American Association of Veterinary Parasitologists**

**Article I**

**Name**

The name of this organization shall be The American Association of Veterinary Parasitologists: Student Chapter (AAVP).

**Article II**

**Purpose**

**Section 1:** To provide advanced experiences in veterinary parasitology to students at Iowa State University (ISU). To recruit talented, highly motivated veterinary students to the discipline of veterinary parasitology. To allow students interested in veterinary parasitology to network more effectively with those active in the field and to assist faculty looking for graduate students interested in a career in parasitology. To raise the profile of the importance of veterinary parasitology in the practice of veterinary medicine to all veterinary students.

**Section 2:** To foster a network of contacts, community, and support among all veterinarians and scientists in order to advance the progress and knowledge of veterinary parasitology.

**Article III**

**Statement of Compliance**

The AAVP abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. The AAVP agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**Article IV**

**Non-Discrimination Statement**

Iowa State University and the AAVP 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**

**Section 1:** Membership shall be open to all registered students at Iowa State University.

**Section 2:** There are two types of membership within the club.  To be a local member, you must pay local dues. You can also be a national member, which requires the payment of national dues to the American Association of Veterinary Parasitologists.  You may be both a local as well as a national member or you may be a local or national member alone.

**Section 3:** Chapter dues and use of such moneys shall be determined by the Executive Council. Local chapter dues shall not exceed $15 per member.

**Section 4:** The fiscal year will run from May 1 to April 30.

**Article VI**

**Risk Management**

**Section 1:** 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 ISU Student Chapter of the AAVP, [c] to submit documentation to ISU’s Risk Management Office, [d] to ensure that ISU 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).

**Section 2:** The Risk Management Officer will be the elected Vice President of AAVP.

**Article VII**

**Officers**

**Section 1:** The Executive Council will be composed of a President, a Vice-President, a Secretary, a Treasurer, a Wet Lab/Speaker Coordinator, and a Fundraising Chair. This Executive Board may also elect such other officers, as it deems appropriate. 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 and semesters during the term of office. For undergraduate, graduate, and professional students the minimum 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 (six or more credit hours) during the term of office, if an undergraduate student, during the term of office, and 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).

**Section 2:** Officer specific duties

1. President:
* Preside at all meetings and will have all such powers normally accorded with the chief officer of such an organization and set executive meetings
* Appoint all regular and special committees, with the Executive Council
* Serve to initiate special projects and will be responsible for the administration of any activities not otherwise assigned
* Represent the association on campus and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
* To maintain communication with organization adviser
1. Vice President:
* Assist the officers of the chapter as directed by the President
* Preside at all meetings in the absence of the President
* Coordinate organization promotion and publicity of events
* Schedule meetings/events with appropriate University offices
* Ensure that the organization operates in accordance with Iowa State University’s Office of Risk Management
1. Secretary:
* Take minutes of each Council meeting, provide a copy to each officer, and put a copy on public display
* Maintain membership directory with contact information such as: name, email, phone, address, and year
* Record all chapter business, membership records, questionnaires, election results and be responsible for chapter correspondence
* to receive and count ballots cast at regular elections
1. Treasurer:
* Receive and be responsible for all the monetary resources of the chapter and will be jointly responsible with the other officers for signing all checks. These checks will be used for payment of organizational expenses to be paid for by chapter funds. Reimbursement must be accompanied by a receipt and is subject to Council approval
* Responsible for keeping records of funds and their disbursement
* Provide a record of paid members to the Secretary
* Solicit additional funding from Graduate and Professional Student Senate (GPSS)
1. Advisor:
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
* Must be an active member of AAVP
* Must be approved by the Executive Committee.
1. Wet lab/speaker coordinators:
* Coordinate the wet lab activities with the executive committee, the advisors, and the participants
* Complete all documentation necessary for approved use of animals and equipment
	+ Coordinate the speakers for regular meetings
	+ to send letters of thanks to guest speakers or contributors and compose any necessary letters on behalf of the Association
1. Fundraiser:
	* Coordinate fundraising activities with the executive committee, the advisors, and the participants
	* Promote fundraising activities to students, faculty, and staff members
2. Graduate Student Advisor:
* Maintain communication and meet with officer(s) regularly
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

**Section 3:** The term of office the President, Vice-President, Secretary, and Treasurer shall be one year commencing immediately upon election, with exception of the initial Executive board.

**Section 4:** 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 5:** If an officer must be replaced in the event of officer removal or unscheduled vacancy, an election will be held for the unoccupied position.  Election of a new officer will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy, which were stated above in Section 1.

**Article VIII**

**Adviser**

**Section 1:** Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center, must be an active member of AAVP, and must be approved by the Executive Committee.

**Section 2:**  Advisors will be selected each year by the Executive Committee and defaulted to subsequent years. Advisers are elected by hand vote of a simple majority by the club, choosing from a list of previously nominated persons.  An adviser can serve indefinitely while he or she is at Iowa State University.  If there is a vacancy in the adviser position, a new adviser can be elected by club as a whole.  The club will hold nominations and an election as soon as possible.  Advisers may be removed from office by ½ votes of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The adviser is permitted to speak before the Executive Committee and the general membership **¾** about the charges made concerning his/her performance. The adviser is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**Article IX**

**Elections**

**Section 1:** The term of office for members of the Executive Council will be from May 1 to April 30. A slate of candidates for the offices of President, Vice President, Secretary, Treasurer, Wet Lab/Speaker Coordinator, and Fundraising Chair will be nominated by the membership. The Secretary will distribute paper or e-mail ballots to all active members and will in turn, receive and count the ballots. In the event of a controversy, the ballots will also be counted by the President and/or chapter advisor.

**Section 2:** Elections will take place in April and will take effect May 1.

**Article V**

**Meetings**

**Section 1:** General membership meetings will be held a minimum of twice during each semester, or as often as desired by the membership.

**Section 2:** The Executive Council meetings will be held at least once a year at the national meeting and are open to attendance by all members.

**Article IX**

**Finances**

**Section 1:** 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.

**Section 2:** The organization may establish reasonable dues that must be paid by all members (no greater than $15/person).  The amount of the dues will be determined in the beginning of the academic year by the Executive Council.

**Article X**

**Amendments & Ratification**

**Section 1:** Amendments to this constitution must be submitted in writing at a regular meeting of the organization or to a member of the Executive Council. Upon approval by the Executive Council, said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Activities Center for approval.
**Section 2:** This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.

President                                                                          Date

Vice- President                                                                          Date

Advisor                                                                                Date

Assistant Director of Student Activities                              Date

Created: 1/19/18 Last Updated: 4/13/18