

VETERINARIANS AS ONE INCLUSIVE COMMUNITY FOR EMPOWERMENT (VOICE) CONSTITUTION AND BYLAWS

NAME	2
Name	2
PURPOSE	2
STATEMENT OF COMPLIANCE	2
MEMBERSHIP QUALIFICATIONS AND FUNDING	2
Membership Qualifications	2
University Chapter Requirements	3
Membership Dues & Other Funding Sources	4
Nonfulfillment of University Chapter Requirements	4
VOICE CHAPTER EXECUTIVE OFFICER BOARD	5
Chapter Executive Officer Board Composition	5
Officer Requirements	5
Chapter Election Procedures	5
Chapter Officer Duties	6
Nonfulfillment of Officer Duties	7
ADVISOR ROLE and DUTIES	7
CHAPTER OPERATING PROCEDURES	8
Chapter Executive Officer Board Meetings	8
Rules of Order	8
AMENDMENTS	8
Proposal of Amendments	8

ARTICLE I. NAME

SECTION I.01 Name

- (a) The name of this organization shall be Veterinarians as One Inclusive Community for Empowerment National hereinafter will be referred to as “VOICE” at Iowa State University.

ARTICLE II. PURPOSE

- (a) The purpose of VOICE is:
 - (i) To increase awareness, respect and sensitivity to differences among all individuals and communities in the field of veterinary medicine These include, but are not limited to, sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, gender expression, citizenship, pregnancy or parental status, veteran or military status, and educational background
 - (ii) To celebrate diversity within the profession of veterinary medicine and provide a campus environment that embraces diversity and promotes the success of students, particularly underrepresented students
 - (iii) To promote the importance of cross-cultural awareness in veterinary medicine in order to meet the needs of our diversifying clientele
 - (iv) To promote the veterinary profession, provide leadership and mentorship to any youth, particularly underrepresented youth, interested in careers in veterinary medicine

ARTICLE III. STATEMENT OF COMPLIANCE

- (a) VOICE abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. VOICE agrees to annually complete President’s and Treasurer’s Training.

ARTICLE IV. NON-DISCRIMINATION STATEMENT

- (a) Iowa State University and VOICE 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 QUALIFICATIONS AND FUNDING

SECTION V.01 Membership Qualifications

- (a) Student Membership within VOICE is open to any student currently enrolled at an accredited veterinary medical school/college
- (b) Non-veterinary students or non-faculty membership may be obtained and, if obtained, they shall act under the designated title of “Associate Member”
 - (i) These members are held to at least the same standards as the general veterinary student membership
 - (ii) These members may participate in VOICE events but will not have the voting rights of general members of VOICE

Section V.02 University Chapter Requirements

- (a) In order to be considered an Active Chapter of VOICE, each University-affiliated VOICE Chapter:
 - (i) Must have VOICE in its official name, on its bank account, and must be considered an active registered student organization at their respective University
 - 1) If VOICE is unable to be a part of their official student organization's name or bank account, then the student organization's name must reflect the mission and vision of VOICE National
 - 2) If an organization is already established and unable to change or incorporate VOICE into its official name, then the organization should have a designated VOICE Representative position established on its Executive Officer Board
 - (ii) Must elect or appoint an executive board comprised of at least a President, Secretary, Treasurer, and an Advisor
 - (iii) Must complete a minimum of two (2) educational events and one (1) community service or community outreach event per academic year
 - (iv) Must send at least one (1) Chapter representative to the annual VOICE National meeting
 - (v) Must submit a Chapter Report of their Chapter's events, annually, complete with income, expenses, descriptions of events, and, if applicable, photos of each of the event(s)
 - (vi) Must abide by the rules and regulations set forth herein the Constitution and Bylaws of VOICE National
- (b) If a University Chapter would like to be considered for funding from VOICE National, they must:
 - (i) Must submit a Chapter Budget Report to the VOICE National Executive Officer Board, prior to the start of their institution's academic year
 - (ii) Have a bank account balance of less than \$2500.00 and submit an official bank statement of the most recent month as verification
 - (iii) Have a bank account established at an FDIC-approved financial institution
- (c) If a University wishes to start a VOICE Chapter at their respective university, then the prospective Chapter must establish communication with VOICE National via email detailing:
 - (i) Their intent to start a VOICE Chapter
 - (ii) Their proposed events for the upcoming semester and/or, if applicable, the academic year
 - (iii) The names and contact emails of the students who will serve within the Chapter Executive Board's required officer positions; outlined within Article III of this Constitution, and
 - (iv) Their Chapter Budget Request,

- 1) If financial support is requested, the prospective Chapter should have an established bank account at a FDIC-approved financial institution or an established student organization account managed by their respective institution
- (v) Must be a registered student organization with their respective University prior to the start of the upcoming academic year

Section V.03 Membership Dues & Other Funding Sources

- (a) Membership shall be free to all members - No dues will exist
- (b) 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.
- (c) Active membership status within each individual chapter will apply for all members of an active VOICE chapter who:
 - (i) Has paid the dues set by the respective chapter
 - (ii) Completed all other membership requirements set by their respective chapter, and
 - (iii) Are in good academic standing according to their respective university's academic policies
 - (iv) Chapters may obtain funding from university or college activity funds or via local small-scale fundraising events (ie taste fairs, craft sales, etc)
 - 1) Funds obtained must go directly into the chapter's financial account and must be listed in the Chapter's Reporting to the VOICE National Executive Officer Board
 - 2) Individual chapters are NOT permitted to solicit ANY corporate entity for funding without prior approval of the VOICE National Executive Officer Board

Section V.04 Nonfulfillment of University Chapter Requirements

- (a) Failure to submit and/or complete any of the requirements set forth in Article II of these bylaws will immediately render that University's VOICE Chapter inactive
- (b) An Inactive VOICE Chapter will no longer be eligible to receive full funding from VOICE National for one complete academic and/or fiscal year
 - (i) However, chapters can apply for available discretionary funding
- (c) To regain active status with VOICE National, the University-affiliated Chapter must:
 - (i) Submit all information to VOICE National as outlined within Article II
 - (ii) Complete a total of four (4) educational and two (2) community service or community outreach events, or a combination of the two, for the academic year in which the University-affiliated Chapter was inactive

ARTICLE VI. VOICE CHAPTER EXECUTIVE OFFICER BOARD

Section VI.01 Chapter Executive Officer Board Composition

- (a) The Executive Officer Board of each VOICE Chapter are to be reported to VOICE National by June 1st Members voted into office shall comprise the Executive Officer Board of that VOICE chapter. Required officer positions of all VOICE Chapters shall be:
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary
 - (iv) Treasurer, and
 - (v) Faculty/Staff Advisor
- (b) Optional officer positions may be established, including but not limited to:
 - (i) Vice-President (or Co-president)
 - (ii) Social Chair
 - (iii) Service Chair
 - (iv) Alumni Chair
 - (v) Public relations
 - (vi) Outreach coordinator
 - (vii) Historian
 - (viii) Senior Mentor (must be a past executive board member)

Section VI.02 Officer Requirements

- (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) 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.
- (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)."

Section VI.03 Chapter Election Procedures

- (a) Only members in good standing shall nominate, vote upon, or be nominated for membership into the executive committee
- (b) Elections are to be held during the spring semester prior to the last meeting of the semester

- (c) Elections must be publicized to the chapter or student body
- (d) Elections may be secret ballot, roll call or voice vote, or electronic ballot
- (e) Majority vote decides the appointment of a new officer

Section VI.04 Chapter Officer Duties

- (a) President:
 - (i) Convene and preside at all meetings
 - (ii) Schedule and conduct regular meetings of the general body and executive committee
 - (iii) Submit his/her/their recommendations for action to the Executive Committee and the General Body
 - (iv) Represent the University's Chapter of VOICE on a local and national level by attending necessary meetings or conventions within the financial capabilities of the Chapter
 - (v) Take primary responsibility for the implementation of resolutions and programs by VOICE on the national or chapter levels
 - (vi) Submit all necessary paperwork to the National office in a timely and efficient manner
 - (vii) Meet regularly with the chapter's advisor to keep him/her/them abreast of the chapter's proceedings
- (b) Vice-President:
 - (i) Officiate for the President in their/his/her absence or at their/his/her request and shall assume the duties and powers of the President
 - (ii) Shall be responsible for risk management for the club to help minimize potential risks for club activities, recommend risk management policies or procedures, submit documentation to ISU's Risk Management Office and to ensure that proper waivers and background checks are on file with Risk Management for events.
 - (iii) Take primary responsibility for the implementation of all community service projects in the absence of a service chairperson and serve as co-chair in the presence of a service chairperson
- (c) Treasurer:
 - (i) Take primary responsibility for all financial transactions of the college's chapter of VOICE
 - (ii) Submit monthly reports to the chapters Executive Committee
 - (iii) Have approval of the President(s) and/or the Executive Committee for all expenses
 - (iv) Maintain accurate records of all transactions by keeping all receipts and notice of expenditures
 - (v) Handle the collections/disbursements of any monies for VOICE
 - (vi) Assist the Secretary in assuring that all members are in good standing
 - (vii) Preside over any chapter fundraising events
- (d) Secretary:
 - (i) Record the proceedings at every scheduled VOICE meeting
 - (ii) Establish and maintain chapter's membership listserve

- (iii) Send to all members a summary of the minutes taken at all general body and executive board meetings
- (iv) Send all members adequate publicity of all VOICE events
- (v) Have custody of all official books, records and papers of VOICE including the Constitution and Bylaws, their amendments and the minutes of all proceedings
- (vi) Notify members of all correspondence received for VOICE
- (vii) Work with the President(s) to prepare an agenda for all meetings
- (viii) Handle Membership promotion and records for the VOICE
- (ix) Assist and communicate with the executive board in assuring that the chapter is in good standing
- (x) Shall act as President in the absence of the President and Vice-President
- (e) Other positions, excluding the aforementioned, and their responsibilities should be included within each chapter's Constitution and/or Bylaws and, in accordance with the chapter requirements, should be reported to the VOICE National Executive Officer Board at the time of their Chapter Report submissions

Section VI.05 Nonfulfillment of Officer Duties

- (a) Any officer shall be impeached if the officer fail(s) to complete the duties of their position and may be removed at any meeting by majority vote of the Chapter's Executive Officer Board

ARTICLE VII. ADVISOR ROLE AND DUTIES

Section VII.01 Requirements

- (a) Advisors must be faculty or staff members of Iowa State University who are employed on at least a half-time permanent basis.

Section VII.02 Advisor Duties

- (a) Maintain communications with officers
- (b) Participate and assist in financial planning and remain aware of financial expenditures
- (c) Serve as a neutral counsel to conflicts which may arise between officers and/or general members
- (d) Serve as a resource for the general operation of VOICE

Section VII.03 Selection, Removal and Terms of Service

- (a) Advisors shall be selected by the elected officers via a simple majority vote. Advisors shall serve one year terms, but may elect to continue advising the organization year to year.
- (b) If an advisor fails to meet eligibility requirements, perform their duties, or fail to support the mission of VOICE, they may be removed by a simple majority vote by the general members and executive board.

Section VII.04 Replacement

- (a) In the event that an advisor is removed, a new advisor will be selected according to Section III of Article VII.

ARTICLE VIII. CHAPTER OPERATING PROCEDURES

Section VIII.01 Chapter Executive Officer Board Meetings

- (a) The Chapter Executive Officer Board shall meet at least once a month at a time and place determined by the Chapter's President
- (b) The general body shall meet at least once a semester at a time and place designated by either the President or the Executive Officer Board
- (c) Each chapter shall send at least one officer to represent the respective chapter at the annual VOICE National meeting
 - (i) Each active chapter shall have one (1) voting seat at each meeting
 - (ii) A maximum of two officers per chapter may be eligible for travel stipends, if funding is available

Section VIII.02 Rules of Order

- (a) The rules of order for all meetings may be decided upon by each Executive Committee
- (b) Robert's Rules of Order apply for all voting procedures

ARTICLE IX. AMENDMENTS

Section IX.01 Proposal of Amendments

- (a) Amendments may be proposed by any member in good standing to the VOICE Executive Officer Board
- (b) Proposed amendments must be submitted to the VOICE Executive Officer Board via email as a letter attachment before the 1st of each month and list the location of the proposed amendment in the following manner: Article number, Section number, and numbered bullet (if applicable)
- (c) Amendments proposed by the VOICE Executive Officer Board must be sent out to all members before the 7th of the month via email with an accompanying statement explaining the reasoning behind the proposed amendment(s)
 - (i) All proposed amendments and necessary materials must be reviewed and approved by the VOICE Executive Officer Board prior to any official voting procedures
- (d) After approval by the VOICE Executive Officer Board, the amendment must be presented for approval to the general membership by the 15th of the month and may be voted on by electronic ballot
 - (i) Each member will have the opportunity to vote on the amendments
 - (ii) A sixty-seven percent (67%) majority vote is necessary to make a proposed amendment effective
 - (iii) Amendments that are ratified go into effect immediately following ratification and should be submitted within 10 days to the Student Activities Center for Approval.

This Constitution Shall Serve As the Constitution For Each VOICE Chapter