

Constitution

Iowa State University Student A.V.M.A. Auxiliary

(As amended November 2017)

Preamble

Iowa State University Student Organization Requirements

Section 1: The Auxiliary to the Iowa State University Student American Veterinary Medical Association abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Auxiliary to the Iowa State University Student American Veterinary Medical Association agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Section 2: The Auxiliary to the Iowa State University Student American Veterinary Medical Association does not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a US Veteran.

Section 3: All monies belonging to the Auxiliary to the Iowa State University Student American Veterinary Medical Association shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (which must receive authorization via the Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection is completed. The Advisor to this organization must approve and sign each expenditure before payment.

Article I.

Name

The names of the organization shall be known as Auxiliary to the Iowa State University Student American Veterinary Medical Association(SAVMA Auxiliary).

Article II.

Purpose and Objectives

Section 1: To offer a support organization for spouses and family of vet students.

Section 2: To assist in furthering the interests of the veterinary profession by aiding the Student American Veterinary Medical Association.

Section 3: To promote participation in the State and National Auxiliaries upon graduation.

Section 4: To promote friendly relations within the community

Section 5: To raise funds to assist in financing National American Veterinary Licensing Examination boards for our members.

Article III.

Members

Section 1: Are students enrolled in Iowa State University College of Veterinary Medicine and their families or support network who have paid their dues to the Auxiliary to the Iowa State University Student American Veterinary Medical Association.

Article IV.

Officers

Section 1: Officers are students who are elected by the paid members of the Auxiliary.

Section 2: Officers shall be members of the Executive Board.

Section 3: The Officers shall be the:

A. President – Shall be a VM2 or VM3 and have been a paid member for three (3) semesters with payments of dues prior to December 1 of the previous year and a member of the Executive Board for one year. Shall be elected by the membership and will serve from January 1 through December election. May serve two (2) terms. The Vice President will become the President in the event the elected President can no longer serve.

B. Vice President - Shall be a VM2 or VM3 and must have been a paid member during the previous two (2) semesters. Shall be elected by the membership and will serve from January 1 through December election. May serve three (3) terms. In the event the Vice President can no longer serve, the office will be filled by special election and voted on by the paid members.

C. Secretary - Shall be a VM1, VM2, or VM3 and must have been a paid member during the previous semester. Shall be elected by the membership and will serve from January 1 through December election. May serve three (3) terms. In the event the Secretary can no longer serve, the office will be filled by special election and voted on by the paid members.

D. Treasurer - Shall be a VM1, VM2, or VM3 and must have been a paid member during the previous semester. Shall be elected by the membership and will serve from January 1 through December election. May serve three (3) terms. In the event the Treasurer can no longer serve, the office will be filled by special election and voted on by the paid members.

E. Co-Sales Chairs – Shall consist of two (2) VM1, VM2, or VM3 and must have been paid members during the previous semester. Shall be elected by the membership and will serve from January 1 through December election. Each may serve three (3) terms. In the event one or both of the Co-Sales Chair can no longer serve, the office will be filled by special election and voted on by the paid members.

F. New Member Representative – Shall be a VM1, VM2, or VM3 and must have been a paid member during the previous semester. Shall be elected by the membership and will serve from January 1 through December election. May serve one (1) term. In the event the New Member Representative can no longer serve, the office will be filled by special election and voted on by the paid members. If there is no Lincoln liaison for any specific term, the New Member Representative will assume those duties.

G. Lincoln Liaison – Shall be a VM3 whom completed the first 2 years at Lincoln. Must have been a paid member during the previous semester. Shall be elected by the membership and will serve from January 1 through December election. May serve one (1) term. In the event the Lincoln Liaison can no longer serve, the office will be filled by special election and voted on by the paid members.

Section 4: The Student Officer must meet the following requirements:

A. Maintain a minimum cumulative GPA of 2.00 in the semester immediately prior to election, the semester of election, and all semesters during the term of office. 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 be enrolled at least half time (four or more credits, 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. The Elected Student Officer and their partner are ineligible to hold office should the Student Officer fail to maintain the requirements as prescribed in A. and B.

Section 5: Elected Officers may be removed from office by 1/2 (one-half) vote of the other Officers and 3/4 (three-fourths) majority vote of the paid members who are present if his/her actions are deemed inappropriate by the membership. The Officer is permitted to speak before the Executive Board and the members about the charges made concerning

his/her performance. The Officer is not permitted to participate in the deliberation of the Executive Board regarding the charges.

Section 6: The following actions are deemed inappropriate by the membership and will result in removal from office.

- A. Failure to maintain minimum cumulative GPA
- B. Stealing or embezzling
- C. Destruction or defacement of SAVMA Auxiliary property

Article V.

Executive Board

Section 1: The Executive Board shall be comprised of the President, Vice President, Secretary, Treasurer, Co-Sales Chairs, New Member Representative, and Lincoln Liaison.

Section 2: The Executive Board shall work together to facilitate all functions and activities of the organization.

Article VI.

Meetings

Section 1: Meetings shall be held on a monthly basis during the school semesters (September, October, November, December, January, February, March, and April). The date, time and location will be decided by the Executive Board.

Section 2: Special meetings shall be called when deemed necessary by the President. The date, time and location will be decided by the Executive Board.

Section 3: One-third of the paid members shall constitute a quorum. A quorum is necessary for any determination of significant change in the organization.

Article VII.

Parliamentary Authority

Section 1: The rules contained in "Robert's Rules Revised" shall govern this organization in all cases in which they are applicable and in which they are not in conflict with the rules of the organization.

Article VIII.

Elections

Section 1: Elections –

- 1) Shall be held in December.
 - a) Slate prepared and sent to the paid members one month prior to the December election.
 - b) Nominations will be received from the floor.
 - c) All nominees must be paid members.
 - d) Voting shall be by ballot with all offices listed on one sheet.
 - e) All voters must be paid members.
- 2) Nominee shall receive simple majority for elections.
 - a) If the simple majority is not obtained on the first ballot, a ballot will be taken on the two candidates receiving the most votes.
 - b) If the candidates are not limited to two on the first ballot, a plurality in the second ballot shall rule.
 - c) If a majority (or plurality) is not obtained on the second ballot, the President shall break the tie.
- 3) Vacancies in office must be filled by special election.
 - a) The class of the officer creating the vacancy shall recommend nominees to fill the vacancy.
 - b) The special election shall be held at the next general Auxiliary meeting following the nominations.

Article IX.

Amendments

Section 1: Proposed amendments to this Constitution may be submitted in writing at any regular meeting of the Auxiliary, provided notice was given in writing or at the previous meeting. Accepted amendments must be passed by a 2/3 (two-thirds) majority vote of the paid members who are present.

Section 2: By-Laws may be adopted, amended or repealed at any regular meeting by a majority vote of the paid members who are present.

By-Laws

Preamble

Iowa State University Student Organization Requirements

Section 1: The Auxiliary to the Iowa State University Student American Veterinary Medical Association abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Auxiliary to the Iowa State University Student American Veterinary Medical Association agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Section 2: The Auxiliary to the Iowa State University Student American Veterinary Medical Association does not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a US Veteran.

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Article I.

Name

The names of the organization shall be known as Auxiliary to the Iowa State University Student American Veterinary Medical Association.

Article II.

Purpose and Objectives

Section 1: To offer a support organization for spouses and family of vet students.

Section 2: To assist in furthering the interests of the veterinary profession by aiding the Student Chapter of the American Veterinary Medical Association.

Section 3: To promote participation in the State and National Auxiliaries upon graduation.

Section 4: To promote friendly relations within the community.

Article III.

Members

Section 1: Qualifications – Any student of the VM1, VM2, VM3, or VM4 class at the Iowa State University of Veterinary Medicine and their families or support systems shall be welcomed Auxiliary members.

Section 2: Dues

- a) Annual dues are \$25.00 per vet student.
- b) Dues are delinquent on December 1st and are then \$30.00.
- c) Unpaid dues will result in no credit for activities.
- d) Dues are discounted by half for new members joining after January 1st.
- e) Activity points will only be given to paid members.
- f) To be considered an active member, dues must be paid each year of membership.
- g) SAVMA Auxiliary years are defined as June 1st-May 31st.

Section 3: Points

- a) Points are required to receive compensation for National Board Exams during the fourth year.
- b) Points are received based on meeting attendance, activity involvement, and serving as an Officer.
- c) Paid members will receive one (1) point for each meeting, one (1) point for each qualified activity, and one (1) point for serving as an Officer. Paid members can earn up to fourteen (14) points a year for a total of forty-two (42) points by the end of the VM3 year.
- d) In the event the Auxiliary member cannot participate in an activity, their significant other may participate on the Auxiliary member's behalf to earn a point. Only one (1) point will be awarded even if both partners participate.
- e) The Executive Board is responsible for determining the amount of money set aside for National Board reimbursement each year. That amount will be disbursed among the active VM4 members in the summer of their student's VM4 year. The amount of money disbursed for payment is dependent on the amount of points earned during the VM1, VM2, and VM3 years. 4th-year members are allowed to make up points missed in previous years by being active their 4th-year Fall Semester. To pay for boards, the VM4 must meet with the treasurer to register/pay together so that they can get paid for on the SAVMA Auxiliary purchasing card BEFORE registering. Failing to do so will result in not having boards paid for as the Auxiliary is not allowed to reimburse or pay individual students.
- f) Qualified activities to earn points include but are not limited to babysitting for SCAVMA, participating in Dead Week Dinner Prep, Dead Week Dinner Clean-Up, Dead Week Dinner serving, Care Package Shopping, Care Package Assembly, organizing a social event, participating in a scheduled shift during Homecoming, participating in

scheduled fundraising activities, and any other event the Executive Board deems appropriate.

- g) Lincoln members will receive one (1) point for “attending” each meeting via Skype or other alternative method, and one (1) point for each qualified activity. Lincoln Members are allowed to make up points missed during VM1 and VM2 years by being active their VM3 r year and their 4th year Fall Semester. During these 3 (three) semesters, they are allowed to earn 11 points per semester.
- h) In order to receive disbursement in the 4th year, member must be an active member in the Auxiliary for the year previous to disbursement (VM3) and the year of disbursement (VM4).
- i) Late members, defined as joining SAVMA Auxiliary after the 2nd semester of the VM2 year, are also allowed to make up points missed during VM1 and VM2 years by being active their VM3 year and their 4th year Fall Semester. During these 4 (four) semesters, they are allowed to earn 11 points per semester.

Article IV.

Duties of Officers

Section 1: All student officers shall assume their duties the month following their election.

Section 2: The President

- a) Shall conduct business meetings.
- b) Shall conduct Executive Board meetings.
- c) Shall hold Executive Board meetings monthly during the school year (September, October, November, December, January, February, March, and April).
- d) The President may appoint committees or committee members as needed.
- e) The President should contact Board members before meetings to get order of business, reports, etc.
- f) The President shall communicate with National and State organizations and arrange for communication, as far as honor roll requirements are concerned, etc.
- g) The President shall be in charge of correspondence with the families of all vet students publicizing the availability of Care Packages to be distributed during Finals Week of the Fall and Spring Semester.
- h) The President shall be designated the Risk Management Officer. Duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of SAVMA Auxiliary, submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable).

Section 3: The Vice President

- a) Shall be in charge of membership.
- b) Shall be in charge of keeping track of paid membership points.
- c) Shall serve as President in the event the President is unable to fulfill his/her duties.
- d) Shall attend all Executive meetings.

Section 4: The Secretary

- a) Shall attend regular monthly meetings and record minutes.
- b) Shall answer and correspond with the President requests.
- c) Shall attend Executive Board meetings and record minutes.
- d) Shall assist the President in the smooth operation of the meeting.
- e) Shall act as Historian – duties include upkeep on social media sites (facebook) and gathering digital pictures to use as deemed necessary
- f) Shall email the group minutes from the meetings prior to the next month's meeting
- g) Shall be in charge of maintaining a member directory listing current members, spouses, year in school, email address, phone number, and any other pertinent information

Section 5: The Treasurer

- a) Shall prepare estimated budget to present at the first meeting for approval by the Auxiliary.
- b) Shall report on all expenditures and incomes at the monthly meetings.
- c) Will be responsible for collecting dues, making deposits and tracking all money going in and out of the Auxiliary account
- d) Will hold a "P Card" and be responsible to validate all P Card receipts
- e) Shall attend all Executive meetings.

Section 6: Co-Sales Chairs

- a) Shall identify possible items that can be sold at annual IVMA meetings, the AVMA Market Place of States, and any other events that may arise.
- b) Will be responsible for securing a table at the Fall IVMA meeting, the spring IVMA meeting, and possibly at Homecoming.
- c) Will be responsible for storing of possible items that can be sold and keeping a running inventory of these items.
- d) Will organize one (1) fundraising opportunity in the Fall Semester and one (1) fundraising opportunity in the Spring Semester.
- e) Shall attend all Executive meetings.
- f) One (1) Co-Sales Chair will hold a "P Card".

Section 7: New Membership Representative

- a) Shall be responsible for informing potential new members of the Auxiliary and what the organization is about. This can be done via flyers, mailers, word of mouth, emails, posters, etc.
- b) Shall attend SAVMA meetings and make announcements at the SAVMA meetings.
- c) Shall act as a liaison between the SAVMA and SAVMA Auxiliary meeting
- d) Shall plan the Fall Social (BBQ, Ice Cream Social, etc) which will take place before the first Fall SAVMA Auxiliary Meeting. This event will have emphasis on the VM1class, with all active members invited.
- e) Will be encouraged to attend the open house, orientation, and interview days.
- f) Shall create a flyer to be included in acceptance packets and orientation mailings.
- g) Shall attend all Executive Board meetings.
- h) If there is a vacant Lincoln Liaison position, the New Member Representative will assume those duties.

Section 8: Lincoln Liaison

- a) Shall work with the New Membership Representative, but with target audience of Lincoln Vet Students and their significant others
- b) Shall be responsible for informing potential new Lincoln members of the Auxiliary and what the organization is about
- c) Shall attend one (1) Lincoln SAVMA meeting to make announcements. This can be done in person, via SKYPE, or via a recorded message to be presented during the Lincoln SCAVMA meeting.
- d) Shall attend the Executive meetings.

Article V.

Executive Board

Section 1: Members shall be the President, Vice President, Secretary, Treasurer, Co-Sales Chairs, New Membership Representative, and Lincoln Liaison.

Section 2: This board shall be the Administrative Body of the Auxiliary.

Article VI.

Meetings

Section 1: Meetings shall be held on a monthly basis during the school semesters (September, October, November, December, January, February, March, and April). The date, time and location will be decided by the Executive Board.

Section 2: Special meetings shall be called when deemed necessary by the President. The date, time and location will be decided by the Executive Board.

Section 3: One-third of the paid members shall constitute a quorum. A quorum is necessary for any determination of significant change in the organization.

Article VII.

Advisors

Section 1: A faculty advisor is elected to serve for a term of two years, beginning in January and ending in December. An advisor must be on the faculty of the College of Veterinary Medicine, who is employed at ISU on at least half-time, continuous basis. The elected advisor can serve for multiple terms, with no term limits.

Section 2: The duties of the Advisor are to maintain communication with the Executive Board, review and approve financial expenditures, and ensure that the Auxiliary is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Section 3: An honorary advisor can be named by the Executive Board each year to be presented at election time, which is an office of special recognition. The advisor will be invited to specific functions at which their presence will be honored.

Section 4: If needed, a financial advisor will be elected. Must be a faculty or staff member and delegated only to sign Auxiliary bills.

Section 5: Advisors may be removed from office by 1/2 (one-half) vote of the other Officers and 3/4 (three-fourths) majority vote of the paid members who are present if his/her actions are deemed inappropriate by the membership. The Advisor is permitted to speak before the Executive Board and the members about the charges made concerning his/her performance. The Advisor is not permitted to participate in the deliberation of the Executive Board regarding the charges.

Section 6: Advisors may be removed from office by performing the following actions which are deemed inappropriate by the membership

- a) Failure to uphold duties as listed in Article VII, Section 2.
- b) Stealing or embezzling
- c) Destruction or defacement of SAVMA Auxiliary property

Article VIII.

Parliamentary Authority

Section 1: The rules contained in "Robert's Rules Revised" shall govern this organization in all cases in which they are applicable and in which they are not in conflict with the rules of the organization.

Article IX.

Amendments

Section 1: Proposed amendments to these By-Laws may be submitted in writing at any regular meeting of the Auxiliary, provided notice was given in writing or at the previous meeting. Accepted amendments must be passed by a 2/3 (two-thirds) majority vote of the paid members who are present.

Article X

Dissolution

Section 1: Should this Auxiliary cease to function and the membership vote to disband, all debts of the Auxiliary shall be paid in full. Remaining funds, if any, will be disseminated to all current and active members to reimburse the cost each member paid for yearly dues for each year they paid (up to \$100). The remaining funds will be split evenly between current members who have been active in the Auxiliary for two or more years and provided as a scholarship to those members.