**Student Chapter of the Veterinary Emergency Critical Care Society (SCVECCS) Club Constitution**

**Article I: Name**

* This organization is called the Student Chapter of the Veterinary Emergency Critical Care Society (SCVECCS) Club at Iowa State University.

**Article II: Purpose & Goals**

* SCVECCS is a chapter of the national organization Student Veterinary Emergency and Critical Care Society. The purpose of the SCVECCS Club is advancement of knowledge to the students of veterinary medicine, the promotion of the specialties of emergency medicine and critical care, both for the awareness of the members and in the community. It is intended primarily for, but not limited to, students enrolled in the College of Veterinary Medicine who are interested in pursuing emergency veterinary medicine.

**Article III: Statement of Compliance**

* The SCVECCS Club abides by and supports established Iowa State University policies, State and Federal laws, and follows local ordinances and regulations.
* The SCVECCS Club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

**Article IV: Non-Discrimination Statement**

* Iowa State University and the SCVECCS Club do 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 U.S. Veteran.

**Article V: Membership**

* Section 1: Membership
  + Membership shall be open to all registered students in good standing at Iowa State University.
  + As a member, one is encouraged to attend meetings regularly, pay individual dues, and actively support and participate in wet labs and organization projects.
  + Faculty, staff, and non-registered students are allowed and encouraged to attend meetings but may not vote.
* Section 2: Dues
  + Dues must be paid by the deadline described by the Executive Committee.
  + Dues shall not exceed $30/year.
  + Dues may be increased with a 2/3 vote from the general membership and will take effect the following year.

**Article VI: Officers**

* Section 1: Election of Officers/Advisor(s)
  + A candidate must be a current member of the SCVECCS Club in order to run for any position.
  + Election of officers will require a majority vote from the general membership. Failure of a single candidate to receive a majority vote for a position will result in a run-off election of the two candidates that received the majority of the votes.
  + Elections may take place by paper ballot and must be collected and tallied by mid-February, or elections may take place through an online voting system and be tallied by mid-February so that new officers may be trained and transitioned into their position.
  + The term of office for all officers will be for one full calendar year, beginning at the end of finals week of the spring semester (early May) to the end of finals week of spring semester of the next year (early May).
  + All officers will be a part of the Executive Committee which will meet in addition to regular club meetings. The Executive Committee shall appoint additional committees that are needed to carry out certain tasks; including, but not limited to, fundraising and wet lab committees.
  + SCVECCS Club officers must meet the following requirements:

1. 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 their 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.
2. Have a minimum cumulative grade point average (GPA) of 2.50/4.00 and meet that minimum GPA in the semester immediately prior to election/appointment, the semester of election/appointment, and the 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in A) and B).
   * The club shall have one or two advisors during a given academic year.
   * Advisor(s) is/are chosen (requires consent by candidate) and elected by the general membership by a majority vote.
   * Advisor(s) shall remain in office until advisor(s) or members choose otherwise, in which case a new advisor or advisors shall be chosen and elected.

* Section 2: Officer Duties
  + President
    - This position is given priority to a 3rd year veterinary student, at the time of their term, due to the course load/demand of the other years. Another member may fill this position if there is no qualified 3rd year veterinary student who is seeking the position.
    - Preside over all general and executive meetings.
    - Represent the SCVECCS Club on campus and in the community.
    - Ensure that the SCVECCS Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
    - Maintain communication with the SCVECCS Club advisor(s).
    - Maintain good standing with National SVECCS/VECCS
      * Pass on information from National to local constituents
    - Maintain good standing with the university
    - Required to attend all Student Leadership Association meetings throughout his/her term.
  + Vice-president
    - Preside over meetings in the absence of the President.
    - Work with the President and Speaker Coordinator to find speakers
    - Coordinate organization of events
    - Assist wet lab coordinators in organizing wet labs and attaining supplies
    - Will be in charge of Risk Management events
  + Secretary
    - Maintain an accurate record of all organization meetings (general and executive) and post for members on student network drive/email.
    - Maintain a current record of all members and set up SCVECCS email account (listserve).
    - Correspond when necessary with University administration and other recognized organizations.
    - Follow guidelines for posting notices.
  + Treasurer
    - Maintain an accurate record of SCVECCS Club transactions.
    - Collect dues and provide a record of paid members to the Secretary.
    - Cosign vouchers, intramurals forms, etc. with the Advisor(s).
    - Identify fundraising opportunities for the SCVECCS Club and work with fundraising chairs.
      * Be actively involved in pricing and fundraising items
    - Solicit additional funding from Graduate and Professional Student Senate (GPSS) and other sources as approved by the President.
  + Advisor(s)
    - Maintain communication and meet with officers.
    - Awareness and approval of SCVECCS Club expenditures.
    - Ensure that the SCVECCS Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
* Section 3: Removal of Officer/Advisor
  + If the actions of an officer/advisor are deemed inappropriate by 3/4 of the vote from all members then he/she may be removed from office. Specific actions deemed inappropriate may include, but are not limited to, failing to perform the duties listed of the officer position within the constitution or portraying a negative image of the SCVECCS Club or Iowa State University. The accused officer/advisor is allowed to speak before the members regarding the charges brought against him/her.

Section 4: Officer/Adviser Replacement

* If an officer or adviser is removed/resigns from office, the replacement procedure is the same as the election procedure described in Article IV. It shall take place at the first meeting following the removal of the previous officer/adviser.

**Article VII: Risk Management**

* The Risk Management Officer is designated as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of the SCVECCS Club, 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.

**Article VIII: Finances**

* The Treasurer shall collect all money directly. If the treasurer is unavailable to collect the money, the President may collect the money as long as the Treasurer receives it within 24 hours.
* All monies belonging to the SCVECCS Club shall be deposited and disbursed through a bank account established 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 SCVECCS Club Advisor must approve and sign each expenditure before payment.
* SCVECCS will establish reasonable dues that must be paid by all members. The amount of the dues will be determined and approved in the beginning of the academic year by the majority of the Executive Committee. Dues must be paid by the deadline described by the Executive Committee. The treasurer shall maintain all financial records and shall countersign with the president for all organizational transactions.

**Article IX: Amendments & Ratifications**

* This constitution shall be brought before the Executive Committee for approval by a majority vote from the officers. Upon approval by the Executive Committee it will be brought before the general membership for approval by a 2/3rd vote from the general membership.
* Amendments/Ratification to this constitution may be drawn up by the Executive Committee.
* Approved amendments to the constitution must be added to the constitution, the amended constitution must be signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.
* Ratifications must be completed, constitution signed by the President and Advisor, and submitted to the Student Activities Center within 10 days following approval.