

# **Student Veterinary Emergency Critical Care Society (SVECCS) Club Constitution**

## **Article I: Name**

- This organization is called the Student Veterinary Emergency Critical Care Society (SVECCS) Club at Iowa State University.

## **Article II: Purpose & Goals**

- SVECCS is a chapter of the national organization Student Veterinary Emergency and Critical Care Society. The purpose of the SVECCS 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 SVECCS Club abides by and supports established Iowa State University policies, State and Federal laws, and follows local ordinances and regulations.
- The SVECCS 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 SVECCS 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 within the College of Veterinary Medicine.
  - 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 executive team and will take effect that semester.

## **Article VI: Officers**

- Section 1: Election of Officers/Advisor(s)
  - A candidate must be a current member of the SVECCS Club in order to run for any position.

- Election of officers will require a majority vote from the executive 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 in April so that new officers may be trained and transitioned into their new 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.
- SVECCS Club officers must meet the following 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 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.
  - B) 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.
  - C) 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 executive 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 3<sup>rd</sup> 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 3<sup>rd</sup> year veterinary student who is seeking the position.
    - Preside over all general and executive meetings.
    - Represent the SVECCS Club on campus and in the community.
    - Ensure that the SVECCS Club is operating in conformity with the standards set forth by Iowa State University and Student Engagement.
    - Maintain communication with the SVECCS 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.

- Assist the Vice-president with Risk Management as needed by the Vice-president.
- Vice-president
  - Preside over meetings in the absence of the President.
  - Serve as the Risk Management Officer.
  - Work with the President and Speaker Coordinator to find speakers.
  - Coordinate organization of events.
  - Assist wet lab coordinators in organizing wet labs and obtaining supplies.
- Secretary
  - Maintain an accurate record of all organization meetings (general and executive) and communicate with members on student network drive/email.
  - Maintain a current record of all members and set up SVECCS email account (listserv).
  - Correspond when necessary with University administration and other recognized organizations.
  - Follow guidelines for posting notices.
- Treasurer
  - Maintain an accurate record of SVECCS Club transactions.
  - Collect dues and provide a record of paid members to the Secretary.
  - Submit workday transactions on behalf of the executive team.
  - Identify fundraising opportunities for the SVECCS 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 SVECCS Club expenditures.
  - Ensure that the SVECCS Club is operating in conformity with the standards set forth by Iowa State University and Student Engagement.
  - Term of service shall be at the discretion of the advisor. If they feel it is time to step down from the position, they will contact the President at that time and suggest replacement advisor(s).
  - If a new advisor must be selected, potential clinicians or professors must be submitted by the executive team or current/previous advisor(s). Upon submission of potential advisors, the President will meet with each to discuss requirements and duties. A new advisor will be named upon official vote of at least 2/3 by the executive committee.
- Speaker coordinator(s)
  - Contact potential speakers and coordinate a time for speaker meetings.
  - Reserve rooms and fill out all forms required.
  - Send out meeting sign ups and record attendance at meetings. Communicate with secretary about members who sign up but do not attend meetings to keep an updated strike list.
  - Coordinate with the treasurer to order food for meetings.
  - Introduce speakers when appropriate.
- Wet lab coordinator(s)
  - Contact potential clinicians to host a wet lab.

- Coordinate and organize wet labs by collecting supplies, ideally donations, purchased when needed. Communicate with the treasurer when supplies need to be purchased.
    - Reserve rooms for wet labs, reserve any supplies needed for wet labs and get approval by activities committees when needed.
    - Keep IACUC documents up to date with the advisor(s) as needed.
    - Dispose of all material correctly and appropriately, investigating if more information is needed.
  - Events coordinator
    - Maintain an updated list of all events planned by the SVECCS executive team.
    - Assist wet lab and speaker coordinators with meetings and labs as needed.
    - Schedule case nights with VEG or other hosts including booking a location, procuring food, and advertising to the club.
  - ICU liaison and Morbidity and Mortality Coordinator
    - Contact head emergency clinician to organize ICU shadowing. Create a schedule and provide access to paying members. Highlight important details about shadowing. Check in with emergency clinicians periodically to assure shadowing is going well and discuss if changes need to be made.
    - Contact head emergency clinician to organize ECC cage side rounds. Discuss with clinicians what schedule and frequency is best for their schedules. Select ideal times for as many classes as possible to offer as options for the clinicians to host the club. Periodically check in to assure cage side rounds is going well and discuss if changes need to be made.
    - Work with clinicians to coordinate quarterly morbidity and mortality discussions available to all students. Contact potential sponsors for morbidity and mortality meetings. Advertise these meetings to the whole student body.
  - Fundraiser(s)
    - Design products for fundraising.
    - Work with trademarking when appropriate.
    - Contact producers as needed for various fundraising tasks.
    - Collect funds and transfer to treasurer.
    - Book rooms or tables as needed, fill out all necessary activity documentation, and obtain approvals as necessary.
- Section 3: Removal of Officer/Advisor
  - If the actions of an officer/advisor are deemed inappropriate by 3/4 of the vote from executive 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 SVECCS 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/Advisor Replacement
  - If an officer or advisor 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/advisor.

## **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 SVECCS 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 money belonging to the SVECCS 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 SVECCS Club Advisor must approve and sign each expenditure before payment.
- SVECCS 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 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.
- 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 Engagement within 10 days following approval.
- Ratifications must be completed, constitution signed by the President and Advisor, and submitted to the Student Engagement within 10 days following approval.