

## **Zoo, Exotics, and Wildlife (ZEW) Club Constitution**

### **Article I: Name**

- This organization is called the Zoo, Exotics, and Wildlife (ZEW) Club at Iowa State University.

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

- The purpose of the ZEW Club is to provide educational opportunities on various topics concerning captive (zoo and exotic) and wild animals. It is intended primarily for, but not limited to, students enrolled in the College of Veterinary Medicine who are interested in pursuing exotic animal medicine.
- The ZEW Club is a not-for-profit and/or commercial organization.

### **Article III: Statement of Compliance**

- The ZEW Club abides by and supports established Iowa State University policies, State and Federal laws, and follows local ordinances and regulations.
- The ZEW 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 ZEW 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.
  - Membership is required to attend wet labs and meetings.
  - Fourth year students will still be able to participate in the ZEW club online lectures.
  - First and Second year UNL students will be able to participate in the ZEW club online lectures.
- Section 2: Dues
  - Dues are required yearly and must be paid by date set by the club.
  - Dues shall not exceed \$30/year. \$15 per semester.
  - Dues are non-refundable.
  - Dues may be modified with a majority vote from the executive team.
  - Fourth year veterinary students are not required to pay dues.
  - First and Second year UNL students are not required to pay dues.
  - Members on the executive board do not have to pay dues.
  - VM1 Representatives will have to pay dues.

### **Article VI: Officers**

- Section 1: Election of Officers/Advisor(s)
  - A candidate must be a current member of the ZEW 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.

- o Elections may take place by paper ballot and must be collected and tallied by the last meeting of the spring semester (late April), or elections may take place through an online voting system and be tallied by late April.
  - o 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).
  - o 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.
  - o ZEW 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).
    - B) Have a minimum cumulative grade point average (GPA) of 2.50/4.00 for President, Vice President, Treasurer and Secretary. Other positions need a minimum GPA of 2.00/4.00 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).
  - o The club shall have two or three advisors during a given academic year.
  - o Advisor(s) is/are chosen (requires consent by candidate) and elected by a majority vote of the Executive Committee.
  - o 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
    - o 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 ZEW Club on campus and in the community.
      - Ensure that the ZEW Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
      - Maintain communication with the ZEW Club advisor(s).
      - Facilitate officers to find speakers for the meetings and contribute ideas for wet labs and field trips.
      - Schedule meetings/events with appropriate University offices.
      - Executive Committee will meet once a month at the discretion of the officers.
      - Co-President (If needed)
        - Preside over meetings in the absence of the President.
        - Work with the President to find speakers for the meetings.
        - Inform ZEW Club members about forthcoming meetings/events.
    - o Treasurer
      - Maintain an accurate record of ZEW Club transactions.
      - Collect dues and provide a record of paid members to the Secretary.

- Cosign vouchers, intramural forms, etc. with the Advisor(s).
  - Identify fundraising opportunities for the ZEW Club and work with fundraising chairs.
  - Solicit additional funding from Graduate and Professional Student Senate (GPSS) and other sources as approved by the President.
- o Secretary
- Maintain a record of all meetings (general and executive) to be available to the members.
  - Maintain a current record of all members and set up ZEW Club email account and listserv.
  - Reserve and setup shadowbox display case as needed with the Social Media Chair.
  - Will help maintain the ZEW website with the Social Media Chair.
  - Will help maintain the ZEW calendar of events.
  - Send out Zoo Email Blast to the club.
- o Social Media Chair
- Will maintain Facebook and Instagram accounts with one post a month.
  - Reserve and setup shadowbox display case as needed with the Secretary.
  - Will help maintain the ZEW website with the Secretary.
  - Will help maintain the ZEW calendar of events with the Secretary.
  - Send out Zoo Email Blast to the club.
- o Advisor(s)
- Maintain communication and meet with officers.
  - Awareness and approval of ZEW Club expenditures.
  - Ensure that the ZEW Club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- o Fundraising Chair(s)
- Set up two fundraising events per semester.
  - Work with the Treasurer to set a goal for fundraising for the given year.
- o Fish Tank Coordinator
- Provide husbandry sheets each month for each system in the life support room
  - Fill out the Chemical List on the 23rd of each Month
  - Send out monthly sign-up google sheet to fish tank care takers just to remind them a new month has started
  - Work with the SAVMA treasurer/ ZEW Club to order supplies online (find them online, send them an excel sheet with the order (amount, cost, URL)
  - Recruit new students to provide husbandry training for the fish
  - Update the Contact Info Sheet each year
  - Update the SOP document as needed
  - Take a picture of the team and send to Tracy Raef for the Today@CVM once a year.
  - Call Dr. Starling with pressing questions about water quality, or fish health/care
- o UNL Liaison

- A current VM1 or VM2 student in the University of Nebraska-Lincoln Professional Program in Veterinary Medicine is to serve as a liaison between the Zoo, Exotic, and Wildlife Medicine Club at ISU CVM and club members at UNL.
  - Liaison is responsible for ensuring UNL ZEW Club students are receiving club emails, fundraising opportunities, and meeting updates with Zoom links.
  - Organize at least one lunch or dinner lecture during the academic year
  - Attend executive meetings virtually as allowed to provide feedback from UNL and contribute to our ongoing conversations.
  - If the position is held by a VM1, they may run for re-election virtually during general club elections at the end of the Spring semester.
- o Species Specific Chairs
- Reptile and Amphibian Chair
    - Hold one lecture and one wetlab per year minimum.
    - ARAV National Organization Recognition.
  - Aquatic Chair
    - Hold one lecture and one wetlab per year minimum.
  - Zoo Chair
    - Hold one lecture and one wetlab per year minimum.
  - Wildlife Chair
    - Hold one lecture and one wetlab per year minimum.
  - Exotic Companion Animal Chair
    - Hold one lecture and one wetlab per year minimum.
  - Avian Chair/
    - Hold one lecture and one wetlab per year minimum.
  - AAAP Liaison
    - Promote student membership to the AAAP (try to do this at least once per semester)
    - Inform members of scholarships available through the AAAP (see info forms available in folder) - send all forms in one email to the club listserv
    - Make poultry NAVLE information available to fourth years (sheet in folder)
    - Inform members of AAAP events such as the mentorship program
    - Inform members of upcoming poultry conferences
    - Coordinate with the Avian Club wetlab/speaker chair to set up the following (also see SOPs for how to set up):
      - o Poultry-related lectures
      - o Poultry-related wetlabs
        - Poultry necropsy lab - In conjunction with Path Club
        - Chick processing lab
        - Biosecurity wetlab
        - Ventilation wetlab
        - Anything you can think of - not limited to these
    - Fill out AAAP Event Proposal sheet and send to Ms. Diana Kerr at the AAAP office for \$500 allowance of poultry-related club events (can compile all information onto one sheet and send at the end of the year)
      - o E-mail: [dianak@aaap.info](mailto:dianak@aaap.info)

- Complete the REQUIRED AAAP Student Chapter Report by the end of the year
      - o Form: <https://form.jotform.com/210538318011949>
    - Additional lecturers and wetlabs may be held with the discretion of the Executive Committee.
    - If a chair is not filled, it is up to the Executive Committee to determine lecturers and wetlabs for the year.
  - o VM1 Representative(s)
    - Minimum of four representatives
    - Will help coordinate with Officers for meetings, lectures, wetlabs and fundraising
    - Will attend monthly meetings with Executive Committee
- Section 3: Removal of Officer/Advisor
  - o If the actions of an officer/advisor are deemed inappropriate by 3/4 of the vote from all 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 ZEW Club or Iowa State University. The accused officer/advisor is allowed to speak before the Executive Committee regarding the charges brought against him/her.
- Section 4: Filling Vacant Officer Positions
  - o If a position becomes vacant during a term, the Executive Committee may choose someone to fill the position following approval by a majority vote from the Executive Committee.

#### **Article VII: Risk Management**

- 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 ZEW 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 ZEW 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 ZEW Club Advisor must approve and sign each expenditure before payment.
- If the ZEW Club is dissolved, all remaining funds and fish responsibilities shall be given to the Iowa State University Student Chapter of the American Veterinary Medical Association (SAVMA) with the condition that it shall be used to support College of Veterinary Medicine Student Organizations that exhibit a need for funding.

#### **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 majority vote from the general membership.
- Amendments/Ratification to this constitution may be drawn up by the Executive Committee and brought before the general membership.
- Amendments may be approved with a majority vote from the general membership.
- Ratifications may be approved with a majority vote from the general membership.
- 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.