**Constitution and Administrative By-laws of the Iowa State University Student Chapter of the**

**American Veterinary Medical Association as Amended Fall 2012**

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**Iowa State University SCAVMA Constitution**

**Article I Name**

The name of this organization shall be:

Iowa State University Student Chapter of the American Veterinary Medical Association

**Article II Objectives**

The objectives of this organization shall be:

1. To promote a spirit of friendly relations among the students regularly enrolled in the course of veterinary medicine

2. To provide an additional opportunity for the members to gain professional knowledge

3. To demonstrate the virtues of organized effort

4. To build character through the censorship of all unworthy actions of its members and the commendation of all worthy deeds

5. To uphold the honor and dignity of the veterinary profession

6. To make available to the students the opportunities offered by the AVMA to its student chapters

7. To promote professional relations between the students and the faculty in the College of Veterinary

Medicine

8. To maintain a willingness to abide by Iowa State University rules and regulations as well as state and federal laws.

**Article III Membership**

*Section 1*

All students regularly enrolled in the doctorate of veterinary medicine program of the College of

Veterinary Medicine at Iowa State University are encouraged to become members of this organization.

*Section 2*

All members of the faculty and others as the chapter may see fit shall be encouraged to become

Honorary Members.

*Section 3*

Active members to maintain good standing must meet assessments promptly, miss no more than one required meeting per academic semester (with the exception of VMIV students who are encouraged but not required to attend meetings), and conduct themselves in accordance with the Honor Code of the Iowa State University Student Chapter of the AVMA and the code of ethics of the AVMA. Active members missing two or more meetings per semester shall be considered not in good standing.

Active members considered not in good standing shall meet the following requirements for reinstatement as an active memberin good standing.  If the member has not paid the annual assessment fee, he or she must pay $40.00 for each year for which it was unpaid, in addition to the $35.00 annual dues. Members will only be considered in good standing with the local chapter and not with SAVMA if payment occurs after the close of SAVMA's fiscal year. If a member has missed more than one meeting per semester, then the member MUST submit a formal appeal to the executive SCAVMA board for evaluation.  The executive board may choose to forgive the missed meetings, assess a fine of $20.00 for each missed meeting in excess of one persemester, or place the member in poor standing.  All fines, and/or dues, must be paid prior to reinstatement of privileges.

*Section 4*

To be considered in good standing, seniors must pay dues at or before the beginning of their senior year and have maintained membership in good standing for the previous three years.

**Article IV Officers**

*Section 1*

The officers of the chapter shall consist of a President, Vice President, President Elect, Secretary, Secretary Elect, Treasurer, Treasurer Elect, Critic(s), Faculty Advisor, Faculty Advisor Elect, VMI Class Representatives, VMII Class Representatives, VMIII Class Representatives, VMIV Class Representatives, ISU SAVMA delegates, UNL SAVMA/SCAVMA liaison, IVMA and NVMA delegates, GPSS senators and GSB senator.

*Section 2*

Any Candidate for a chapter officer position must be a member in good standing and must have not previously served in that officer position and maintains a cumulative GPA of 2.50.

*Section 3*

All officers (with the exception of VMIV Class Representatives) should attend all meetings of the executive committee or notify the President in writing at least 24 hours prior to the meeting time. Missing more than one executive committee meeting per semester may result in loss of the officer position.

**Article V President**

*Section 1 - Eligibility*

Shall have served the previous academic term as President Elect

*Section 2 - Election*

The President Elect automatically assumes the office of President at the termination of the incumbent President's term of office (see article XI).

*Section 3 - Tenure*

The President serving during the spring term shall serve one academic term. The President serving the fall term shall serve during both the summer and fall terms.

*Section 4 - Duties*

A. The President shall be the chief executive officer of the chapter. B. The President shall preside at all meetings of the chapter.

C. The President shall appoint all regular and special committees not otherwise provided for, and shall promptly fill vacancies, created by and cause, in membership of these committees.

D. The President shall serve as chairperson of the Executive Council.

E. The President will vote only in the case of a tie, at which time he/she will cast a deciding ballot.

F. The President shall be an ex-officio member of all committees.

G. The President shall schedule a meeting between the Dean of the College of Veterinary

Medicine and the Executive Council at least once per term to discuss concerns between students and the Administration of the College.

H. The President shall be a member of the Finance Committee.

I. The President shall send a congratulatory letter and information about the chapter to all incoming freshmen during the summer prior to their entrance into the College.

J. The President shall serve as a delegate to the IVMA as provided in the Constitution.

K. The President shall by himself/herself or via a committee organize and distribute the

CVM Directory each fall.

L. The President shall maintain a directory of all club officers, company representatives and

SCAVMA officers/fundraising chairs.

M. Shall be a member of the Student Faculty Relations Committee.

N. The President shall organize an officer orientation meeting at the beginning of each term where new officers will be given a copy of the constitution and by-laws and instructed as to their duties.

O. The President shall provide a record of his/her duties and responsibilities to his/her successor.

P. The President shall perform other such duties as his/her office requires.

**Article VI Vice President**

*Section 1 - Eligibility*

Shall have been a member in good standing for three academic terms, be a member of the

VMII Class and maintain a cumulative 2.5 grade point average.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the first academic term.

D. Shall be elected and installed at the last business meeting of the second academic term.

*Section 3 - Tenure*

The Vice President shall serve for two academic terms.

*Section 4 - Duties*

A. To serve as a member of the Executive Council.

B. To preside at all meetings of the Executive Council in the absence of the

President.

C. Shall coordinate with the President-elect and Secretary to see that the constitution is kept updated at all times.

E. To be a member of the Symposium committee

F. Shall over-see the fundraising of the chapter including the planning of the IVMA silent auction

`````````````G. Shall provide a record of his/her duties and responsibilities to his/her successor. `````````````F. The Vice President shall perform other such duties as his/her office requires.

**Article VII Secretary**

*Section 1 - Eligibility*

Shall have served the previous academic term as Secretary Elect.

*Section 2 - Election*

The Secretary Elect will automatically assume the office of Secretary at the termination of the incumbent Secretary's term of office.

*Section 3 - Tenure*

The Secretary shall serve one academic term.

*Section 4 - Duties*

A. The Secretary shall keep, in a book or word document provided for that purpose, a record of the proceedings of the chapter.

B. Shall prepare a report of the proceedings of the chapter during his/her term of office to be sent to the Executive Secretary of the AVMA.

C. Shall serve as Secretary of the Executive Council. D. Shall maintain a chapter correspondence file.

E. Shall maintain a chapter report file.

F. Shall be custodian of the Charter and official Constitution of the chapter.

G. Shall serve as the chapter Historian and will keep on file all records and reports of chapter activities.

H. Shall publish an attendance list immediately following the last semester SCAVMA meeting and coordinate with the Treasurer to post a list of members in good standing and notify members not in good standing by December 1st for fall term or May 1st for spring term.

I. Shall coordinate with the Treasurer to enforce guidelines for members in good standing.

J. Shall coordinate with the President-elect and Vice President to see that the constitution is kept updated at all times.

K. Shall provide a record of his/her duties and responsibilities to his/her successor. L. The Secretary shall perform other such duties as his/her office requires.

**Article VIII Treasurer**

*Section 1 - Eligibility*

Shall have served the previous academic term as Treasurer Elect.

*Section 2 - Election*

The Treasurer Elect will automatically assume the office of Treasurer at the termination of the incumbent Treasurer's term of office.

*Section 3 - Tenure*

The Treasurer shall serve for two academic terms.

*Section 4 - Duties*

A. As sole custodian of its resources, he/she shall receive all money of the chapter, from whatsoever source obtained.

B. Shall place all moneys in accounts established at Campus Organizations, 305 Beardshear

Hall, Iowa State University.

C. Shall maintain financial records of the chapter.

D. Shall make such disbursements as the chapter shall direct.

E. Shall balance the accounts and submit them to at Campus Organizations, 305 Beardshear

Hall, Iowa State University.

F. Shall turn over all funds, property, and records to his/her successor. G. Shall be a member of the Executive Council.

H. Shall present a monthly report to the general Chapter and to the Executive Council at their regularly scheduled meetings.

I. Shall be in charge of the JAVMA subscription list.

J. Shall work with the Secretary to publish a list by December 1st for fall term or May 1st for spring term each year of the members in good standing according to the current policy

outlined in the Constitution of SCAVMA.

K. Shall keep all receipt books for dues from each Class for a one year period beyond the graduation date of the Class.

L. Shall pay the annual chapter dues to the AVMA.

M. Shall recommend a budget of chapter funds for the coming year.

N. Shall review the financial policy of the chapter and recommend changes when necessary. O. Shall serve as the chairperson of the finance committee

P. Shall provide a record of his/her duties and responsibilities to his/her successor**.**

Q. The Treasurer shall perform other such duties as his/her office requires.

*Section 5 - Scholarship*

The Treasurer shall receive a scholarship in the amount of $250 per semester as compensation for the time commitment that is required to fulfill the responsibilities of the position. The expense shall come

from the SCAVMA reserve account and shall be paid to the treasurer within four weeks of the beginning of the semester.

**Article IX Treasurer Elect**

*Section 1 - Eligibility*

Shall have been a member in good standing for two academic terms, be a member of the VMII Class and shall maintain a cumulative 2.5 grade point average.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the second academic term.

D. Shall be elected and installed at the last business meeting of the second academic term.

*Section 3 - Tenure*

The Treasurer Elect shall serve for two academic terms.

*Section 4 - Duties*

A. Shall become familiar with the duties of the Treasurer. B. Shall be a member of the Executive Council.

C. Shall be a member of the Finance Committee.

D. Shall be a member of the Symposium Committee.

E. Shall attend all meetings of the chapter and the Executive Council.

F. Shall work with the Treasurer on updating the Spring JAVMA subscription list. G. Shall provide a record of his/her duties and responsibilities to his/her successor. H. The Treasurer Elect shall perform other such duties as his/her office requires.

*Section 5 - Succession to Office*

Shall automatically assume the office of Treasurer at the termination of the incumbent Treasurer’s

term of office.

**Article X Critic(s)**

*Section 1 - Eligibility*

Shall have been a member in good standing for four academic terms, be a member of the VMIII Class and shall maintain a cumulative 2.5 grade point average.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the academic term.

D. Shall be elected and installed at the last business meeting of each academic term.

*Section 3 - Tenure*

The Critic(s) shall serve one academic term.

*Section 4 - Duties*

A. Shall be a member of the Executive Council.

B. Shall make an impersonal report to the chapter of such behavior as would not jeopardize the well-being or privileges of the chapter

C. Shall present all constructive criticism, from any source whatsoever, as pertains to the chapter.

D. Although the critic is a chapter officer, the views and opinions he/she expresses are the critic's own and do not necessarily represent those of the chapter of the Executive Council.

E. Shall provide a record of his/her duties and responsibilities to his/her successor**.**

**Article XI President Elect**

*Section 1 - Eligibility*

Shall have been a member in good standing for all previous academic terms, be a member of the

VMII Class for spring term or a member of the VMIII Class for fall term and shall maintain a cumulative

2.5 grade point average.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the academic term.

D. Shall be elected and installed at the last business meeting of each academic term.

*Section 3 - Tenure*

The President Elect shall serve for one academic term.

*Section 4 - Duties*

A. Shall be a member of the Executive Council

B. Shall familiarize himself/herself with the executive duties of the chapter.

C. Shall be a member of the Finance Committee.

D. Shall delegate the necessary responsibilities for publishing and making available the

Student Chapter of the AVMA monthly newsletter, *The SCAVMA Circular*, to all students and faculty of the College.

E. Shall be in charge of arranging for speakers and meeting times for the term he/she shall serve as President, with the option of forming a Program committee.

F. Shall serve on the Freshman Orientation Program Committee.

G. Shall obtain an engraved statuette for the keynote speaker for each main meeting.

H. Shall serve on the Student/Faculty Relations Committee.

I. Shall oversee electoral proceedings of the chapter.

J. Shall serve as a liaison between SCAVMA and SCAVMA Auxiliary.

K. Shall coordinate with the Vice President and Secretary to see that the constitution is kept updated at all times.

L. Shall be in charge of monitoring that all committees are in fact meeting and are fulfilling

their duties and responsibilities at all times.

M. Shall provide a record of his/her duties and responsibilities to his/her successor.

N. The President Elect shall perform other such duties as his/her office requires.

*Section 5 - Succession to Office*

Shall automatically assume the office of President at the termination of the incumbent President's term of office.

**Article XII. Secretary Elect**

*Section 1 - Eligibility*

Shall have been a member in good standing for all previous academic terms, be a member of the VMI Class for spring term and a member of the VMII Class for fall term and shall maintain a cumulative 2.5 grade point average.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the academic term.

D. Shall be elected and installed at the last business meeting of each academic term.

*Section 3 - Tenure*

The Secretary Elect shall serve for one academic term.

*Section 4 - Duties*

A. Shall familiarize himself/herself with the Secretarial duties of the chapter

*Section 5 - Succession to Office*

Shall automatically assume the office of Secretary at the termination of the incumbent Secretary's term of office.

**Article XIII. Faculty Advisors**

*Section 1 - Eligibility*

Shall be two members of the faculty of the College of Veterinary Medicine, Iowa State University. Shall be members in good standing of the American Veterinary Medical Association and the Iowa Veterinary Medical Association.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the academic term.

D. Shall be elected at the last business meeting of the spring term of every even year.

E. Shall be installed at the first meeting of the first academic term following his/her election.

*Section 3 - Tenure*

Advisors shall serve for four academic terms. The terms shall be overlapping.

*Section 4 - Duties*

A. Shall serve as the advisor to the chapter

B. Shall attend all meetings of the chapter and the Executive Council.

C. Shall be a member of the Finance Committee.

**Article XV Class Representatives**

*Section 1 - Eligibility*

Shall be two members of the class they represent and shall maintain a 2.5 cumulative grade point

average.

*Section 2 - Election*

A. Shall be elected by a majority of votes cast.

B. Shall be elected prior to the first Executive Council meeting of the academic term of their service.

C. Shall be elected only by members of the class they represent.

*Section 3 - Tenure*

A. The Class Representatives shall serve for two academic terms.

*Section 4 - Duties*

A. Shall be members of the Executive Council

B. Shall be members of the Election Committee to supervise voting of the chapter.

C. Shall be members of the Finance Committee.

D. Shall be members of the Student Faculty Relations Committee.

E. Shall provide a record of his/her duties and responsibilities to his/her successor.

F. The Class Representatives shall perform other such duties as his/her office and/or class requires.

**Article XVI Iowa State University SAVMA Delegates**

*Section 1 - Purpose*

To represent the ISU SCAVMA in the SAVMA House of Delegates in their semi-annual meetings.

*Section 2 - Eligibility*

Shall be a SCAVMA member in good standing, be a member of the ISU VMI class and shall maintain a cumulative 2.5 grade point average. .

*Section 3 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a majority of the votes cast from the ISU CVM student body.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the term.

D. Shall be elected and installed at the last business meeting of the first academic term.

*Section 4 - Tenure*

Shall serve for four academic terms.

*Section 5 - Duties*

A. Shall be members of the Executive Council.

B. Shall attend all meetings of the SAVMA House of Delegates.

C. Shall be responsible for the registration of students for the annual SAVMA Symposium.

D. Shall read carefully the AVMA Constitution and the SAVMA By-laws to have a good

working knowledge of the Associations’ organizational structure, rules, and procedures.

E. Determine insofar as possible the desires of the Chapter regarding proposals to be discussed before the SAVMA House of Delegates.

F. Shall be responsible for helping to make SAVMA programs and activities successful.

G. Keep all SAVMA information well organized and available to students and administration of the college.

H. Help direct the delegate selection process in the Chapter and instruct the new delegate about SAVMA activities.

I Shall serve as the chairpersons of the Symposium Committee.

J. Shall provide a record of his/her duties and responsibilities to his/her successor.

K. The ISU SAVMA Delegates shall perform other such duties as his/her office requires.

**Article XVII University of Nebraska-Lincoln SCAVMA Liaison**

*Section 1 - Purpose*

To serve as a conduit between the ISU SCAVMA, and the ISU-UNL collective student body.

*Section 2 - Eligibility*

Shall be a member of the class they represent on the UNL campus, shall be an ISU SCAVMA

member in good standing and shall maintain a cumulative 2.5 grade point average.

*Section 3 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated by members of the ISU-UNL VMI Class or by the Nominating Committee.

D. Shall be elected and installed during the first academic term at a time set by the ISU-UNL student leadership.

*Section 4 - Tenure*

Shall serve for four academic terms.

*Section 5 - Duties*

A. Shall be members of the Executive Council.

C. Shall be responsible for the registration of students for the annual SAVMA Symposium.

D. Shall be responsible for recruiting and submitting articles to the SCAVMA circular.

E. Shall read carefully the AVMA Constitution and the SCAVMA By-laws to have a good working knowledge of the Associations’ organizational structure, rules, and procedures.

F. Shall be responsible for helping to make SCAVMA programs and activities successful at the UNL campus.

G. Keep all SCAVMA information well organized and available to ISU-UNL students and the administration of the college.

H. Help direct the liaison selection process in the Chapter and instruct the new liaison about SCAVMA activities.

I. Shall provide a record of his/her duties and responsibilities to his/her successor.

J. The ISU-UNL /SCAVMA Liaison shall perform other such duties as his/her office requires.

*Section 6-Funding*

UNL delegates shall receive funding from the SCAVMA general fund to pay for travel to and from meetings in the same way we support the Iowa State University delegates

**Article XVIII IVMA Delegates and NVMA Delegates**

*Section 1 - Purpose*

To represent the ISU SCAVMA at the IVMA Executive Council meetings or NVMA Executive Council meetings.

*Section 2 - Eligibility*

Shall be a SCAVMA member in good standing, shall be a member of the VM1 Class at their respective campuses and shall maintain a cumulative 2.5 grade point average.

*Section 3 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a majority of the votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the term.

D. Shall be elected and installed at the last business meeting of the second academic term.

*Section 4 - Tenure*

Shall serve for four academic terms.

*Section 5 - Duties*

A. Shall be members of the SCAVMA Executive Council.

B. Shall attend all meetings of the IVMA or NVMA Executive Councils.

C. Shall read carefully the IVMA or NVMA Constitution to have a good working knowledge of the association's organizational structure, rules and procedures.

D. Determine, insofar as possible, the desires of the chapter regarding proposals to be discussed before the IVMA or NVMA Executive Council.

E. Keep all IVMA or NVMA information well organized and available to students.

F. Help direct the delegate selection process in the chapter and instruct the new delegate about IVMA or NVMA activities.

G. Make periodic reports to the chapter of IVMA or NVMA activities.

H. The IVMA or NVMA Delegates shall perform other such duties as his/her office

requires.

**Article XIX Graduate & Professional Student Senate Representation**

*Section 1 - Purpose*

Shall represent the College of Veterinary Medicine in the Graduate & Professional Student Senate

(GPSS).

*Section 2 - Eligibility*

A. Shall be enrolled in the College of Veterinary Medicine.

B. Shall be a member of the VMII or VMIII Class.

C. Shall maintain a 2.5 cumulative grade point average.

D. Shall be a SCAVMA member in good standing.

E. Shall have obtained a Bachelor’s Degree previous to enrollment at the College of Veterinary Medicine and must not be enrolled concurrently in a graduate program.

*Section 3 - Election*

A. Shall be elected by written or electronic ballot .

B. Shall be elected by a simple majority of the votes cast.

C. Shall be nominated by the Nominating Committee or from the floor at the chapter meeting preceding the last chapter meeting of the term.

D. Shall be elected at the last business meeting of the second academic term.

E. Elected individuals will be submitted to the GPSS executive board.

*Section 4 - Tenure*

Shall serve up through the second academic term of the VMIII year.

*Section 5 - Duties*

A. Shall be a member of the Executive Council without franchise.

B. Shall attend all meetings of the GPSS.

C. Shall read carefully the GPSS Constitution and By-laws to have a good working knowledge of the GPSS's organizational structure, rules, and procedures.

D. Determine, insofar as possible, the desires of the College of Veterinary Medicine

regarding proposals to be discussed before the GPSS.

E. Shall provide a record of their duties and responsibilities to their successors.

F. The GPSS Senators shall perform other such duties as his/her office requires.

*Section 6 - Vacancy of office*

Upon vacancy of a GPSS position, the SCAVMA Executive Council will appoint an appropriate replacement.

**Article XX Government of the Student Body Representation**

*Section 1 - Purpose*

Shall represent the College of Veterinary Medicine in the Government of the Student Body.

*Section 2 - Eligibility*

A. Shall be enrolled in the College of Veterinary Medicine.

B. Shall maintain a 2.5 cumulative grade point average.

C. Shall be a SCAVMA member in good standing.

D. Shall be a member of the VMI or VMII Class

*Section 3 – Selection*

Shall be nominated by SCAVMA members at the first meeting of the second academic term and subsequently placed on the GSB official ballot to be voted upon in the GSB General Election

*Section 4 - Tenure*

Shall serve for two academic terms.

*Section 5 - Duties*

A. Shall be a member of the Executive Council.

B. Shall attend all meetings of the GSB.

C. Shall read carefully the GSB Constitution and By-laws to have a good working knowledge of the GSB's organizational structure, rules, and procedures.

D. Determine, insofar as possible, the desires of the College of Veterinary Medicine regarding proposals to be discussed before the GSB.

E. Shall provide a record of their duties and responsibilities to their successors.

F. The GPSS Senator shall perform other such duties as his/her office requires.

*Section 6 - Vacancy of office*

Upon vacancy of a GSB position, the SCAVMA Executive Council will appoint an appropriate replacement.

**Article XXI Removal of Officers**

*Section 1 - Procedure*

Any officer is subject to removal from his/her elected office by not fulfilling the duties of the position as outlined in this document. The following procedure shall be followed:

The Executive Council shall bring before the Chapter the subject of removal of an officer when a petition for that officer's removal has been signed by twenty five (25) percent (%) of the Chapter membership and presented to the council not less than forty-eight (48) hours prior to the next scheduled meeting of the Chapter.

A vote for removal by seventy-five (75) percent or more of the members in attendance shall remove that officer from his/her position.

*Section 2 - Substitute officers*

Vacated offices shall be filled by appointment of the acting President with the approval of a majority of the Executive Council.

**Article XXII Executive Council**

*Section 1 - Purpose*

Shall be the governing body of the chapter.

*Section 2 - Members*

A. The Executive Council shall consist of the following: President, President Elect, Vice President, Secretary, Treasurer, Treasurer Elect, Critic(s), VMI Class Representatives, VMII Class Representatives, VMIII Class Representatives, VMIV Class Representatives, ISU SAVMA Delegates, ISU-UNL SAVMA/SCAVMA Liaison, IVMA Delegates, NVMA Delegates, GPSS Senators and GSB Senator.

B. No person may hold more than one position within the Executive Council at one time.

C. The Faculty Advisors shall serve without voting rights.

*Section 3 - Meetings*

A. Shall meet at least once prior to each regular chapter meeting.

B. Shall meet at such other times as designated by the chairperson.

*Section 4 - Duties*

A. Shall be charged with the duty of carrying out the provisions of the Constitution, Administrative By-laws, Honor Code, and Code of Ethics.

B. Shall be the administrative body of the chapter.

C. Shall direct the chairperson to report its actions to the chapter.

D. Shall pass on the eligibility of all applicants for membership if deemed necessary.

E. Shall serve as the Nominating Committee and shall pass on the eligibility of all nominees for the various offices. This shall be done during the interval between the meeting at which the nominations were made and the date of the election.

F. Shall coordinate with the President and President elect as to the time, location, and frequency of regular and special meetings.

G. Shall invite the Dean or whoever he/she designates to all executive and general meetings

**Article XXIII Financial Committee**

*Section 1 - Purpose*

Shall supervise the receipt and expenditure of the chapter funds.

*Section 2 - Members*

Shall consist of the Treasurer, Treasurer Elect, President, President Elect, and Faculty

Advisors, Vice President .

*Section 3 - Meetings*

Shall meet at other such times as the Chairperson shall designate.

*Section 4 - Duties*

Shall review the financial policy of the chapter, and recommend changes when necessary.

**Article XXIV Financial Policy**

*Section 1 - Receipts*

All assessments or changes in dues shall require a majority vote of the members present at any regular or special meeting.

*Section 2 - Budget*

The acceptance of the budget recommended by the Treasurer shall require a majority vote of members present at any regular or special meeting.

*Section 3 - Disbursements*

A. All disbursements exceeding $500 from the General Fund for which there is not provision in the budget, shall require a majority vote of the members present at any regular or special meeting.

B. Disbursements, emergency or otherwise, not exceeding $500 from the General Fund for which there is no provision in the budget, may be authorized by the Finance Committee.

C. The President, Treasurer, and Faculty Advisor shall have the power to disburse funds from the General Fund in the event of an emergency in which there is no

time for an official chapter meeting to take place.

*Section 4 – Financial Statement*

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.

**Article XXV SCAVMA Surgery Pack Rental Committee**

*Section 1 - Purpose*

To oversee the administration of SCAVMA owned surgery packs to junior surgery lab

students.

*Section 2 – Membership*

A. Shall consist of the Treasurer, Treasurer Elect, President, President Elect, and Faculty Advisors.

*Section 3 - Duties of the Committee*

A. To propose a yearly rental policy statement for the surgery packs, i.e., rental fee,

damage deposit, statement of liability and rental procedure. This policy would go into effect pending final approval by a majority vote of the SCAVMA Executive Council.

B. To provide written instructions outlining the care of the surgery pack and a written rental policy statement explaining rental fees, renter liability and rental procedures to the renter of the pack.

C. To maintain inventory and identification of surgery pack equipment.

D. To collect rental fees and a damage deposit at the beginning of the rental period which will be maintained in a separate account of the SCAVMA treasury. The committee will assess any damage to each pack at the end of the rental period and refund all or any portion of the damage deposit as appropriate.

E. To maintain records of all SCAVMA owned surgical equipment including:

1. Complete records of each pack rental agreement, along with a signed statement of liability to the renter.

2. Records of the condition of each item in each pack to serve as a basis for assessing damage to the pack at the end of the rental period.

3. An inventory of all rented as well as surplus equipment.

F. To provide all replacement items in the packs, as needed, due to loss, theft, or damage. The renter's liability in these matters shall be outlined in the rental policy statement and enforced by the Surgery Pack Committee.

G. If instruments need to be replaced during the rental period, the cost will be

assessed to the entire group responsible for the pack, unless person(s)

responsible are identified.

H. Shall provide a record of their duties and responsibilities to their successors.

*Section 4 - Prerequisites for Surgery Pack Use*

A. Users must be SCAVMA members in good standing for all previous members in good standing for the academic year prior to and during rental of the surgery pack.

B. Non SCAVMA members or members not in good standing will pay an additional fee for renting surgery packs. This fee will be determined by this committee with final approval by the SCAVMA Executive Council.

C. Non SCAVMA members will be allowed to use their own surgical instruments

with the following stipulations:

1. The surgical instruments must match those currently used by

SCAVMA with all of the same instruments present.

2. Non SCAVMA members are responsible for the loss of or damage to their instruments.

*Section 5 - SCAVMA's Role in Committee Policy*

A. Rental fees shall be adjusted at the beginning of each academic year to reflect the current replacement costs for the items in the packs. Fees shall be proposed by the Surgery Pack Committee. Final approval shall be by majority vote for the proposal by the members of the SCAVMA Executive Council.

B. Yearly rental policy statements, as proposed by the rental committee, shall be subject to approval by majority vote by the membership of the SCAVMA Executive Council.

C. The SCAVMA Treasurer shall maintain the accounts containing rental fees and damage deposits for the surgery packs.

D. SCAVMA shall provide insurance for the surgery packs, to be funded by proceeds from the rental fees.

E. SCAVMA shall be entitled to and responsible for any profits received from the rental of the surgery packs in accordance with the constraints outlined in the SCAVMA Constitution.

**Article XXVI Relations with the AVMA**

*Section 1 - Charter*

The chapter shall operate under an official charter granted by the American Veterinary

Medical Association.

*Section 2 - Dues*

The chapter shall pay annual dues into the treasury of the Student American Veterinary

Medical Association.

*Section 3 - Government*

The chapter shall be self-governed in all matters not in conflict with the provisions of this constitution and the official charter.

**Article XXVII Relations with the IVMA and NVMA**

The chapter shall maintain communications and good relations with the Iowa Veterinary

Medical Association and Nebraska Veterinary Medical Association.

**Article XXVIII Elections**

*Section 1 - Procedure*

All officers shall be elected by electronic or paper ballot in accordance with customary parliamentary procedure. Elections shall not take place unless quorum is met. At least two candidates shall be nominated for each office. If only one candidate is nominated for any office, that person shall automatically fill that office.

*Section 2 - Votes Required*

A simple majority of legal votes cast shall be required for election. If no single candidate

receives a majority of the legal votes cast, there will be a second vote at the same meeting between only the two candidates receiving the most votes on the first ballot.

*Section 3 - Election Committee*

The President shall appoint an election committee consisting of the Class Representatives to supervise the voting, count the ballots, post election returns and provide for the preservation of the ballots for one term. The faculty advisor or advisor-elect shall oversee the election process and certify all electronic voting and keep all ballots for a period of one year following the election.

*Section 4 - Nominations*

Nominations shall be opened at the chapter meeting preceding the last chapter meeting of

the term by the Nominating Committee or from the floor. Nominations will be accepted up until 10:00 pm the evening before the main meeting.

*Section 5 - Election Period*

Election of officers and their installation shall take place at the transition meeting following the last business meeting of each term.

*Section 6 - Biannual Elections*

To conform with this document, there shall be one election per semester.

*Section 7 - Eligibility to Vote*

Only members in good standing shall be privileged to vote.

*Section 8 - Absentee Ballots*

Absentee ballots shall be obtained from the Faculty Advisor and after execution by the class representatives, returned to him/her in a sealed envelope at or prior to the time of election. Absentee voters will rank their candidate choices so that their preferences can be accounted for in the event of a second ballot being required at the regular election.

*Section 9 – Definition of Simple Majority*

One more than half of the legal votes cast.

*Section 10 - Candidate Speeches*

Candidates for the position of President-elect will be allowed to address the membership just before voting. Each candidate is permitted to speak for three minutes at the election meeting. This is timed by the President-elect.

**Article XXIX Meetings**

*Section 1 - Frequency*

Three meetings of the chapter are required each term.

*Section 2 - Scheduling*

A. The Executive Council shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this article.

B. Special meetings may be called at any time by the Executive Council. Special meetings shall be well advertised in advance.

C. Notice of all regular meetings shall be posted at least forty-eight hours in advance.

**Article XXXI Subsidiary Documents**

*Section 1 - Code of Ethics*

The Code of Ethics of the AVMA shall be an integral part of this Constitution.

*Section 2 - Honor Code*

The Honor Code of the ISU SCAVMA shall be an integral part of this constitution.

*Section 3 - Library Code*

The Code of the Veterinary Student's Library shall be an integral part of this constitution.

*Section 4 - The Iowa State University Veterinarian Code*

The Code of the Iowa State University Veterinarian shall be an integral part of this constitution.

*Section 5 - By -laws of the Constitution*

By-laws to the Constitution of the ISU SCAVMA shall be an integral part of the constitution.

*Section 6 – Iowa State University Rules and Regulations*

The Iowa State University Rules and Regulations shall be an integral part of this constitution.

*Section 7 –State and Federal Law*

The Iowa state and federal law shall be an integral part of this constitution.

**Article XXXII Amendments**

*Section 1 - Amendments to the Constitution*

A. Proposed amendments shall be presented by written resolution to the Executive

Council for approval by a majority vote.

B. Proposed amendments approved by the Executive Council shall be posted in the SCAVMA glass case for seven consecutive days before being presented for action to the student chapter at the next regularly scheduled meeting. Class representatives shall notify their respective classes at the time the proposed amendment is posted.

C. Proposed amendments not approved by the Executive Council may be brought before the student chapter at any regular meeting upon presentation of a petition signed by twenty-five percent of the active membership.

D. Amendments to the constitution shall be approved by seventy-five percent of affirmative vote of the members of the chapter in attendance at any regular meeting.

E. Amendments duly approved by the Student Chapter shall be presented to

American Veterinary Medical Association for approval.

F. Amendments shall become an integral part of this constitution upon receipt of approval by the American Veterinary Medical Association.

*Section 2 - Amendments to the By-laws*

A. Proposed amendments to the By-laws shall be presented by written resolution to the Executive Council for preliminary consideration.

B. Proposed amendments shall then be posted in the SCAVMA glass case for seven consecutive days before being presented for action to the student chapter at the next regularly scheduled meeting. Class representatives shall notify their respective classes at the time the proposed amendment is posted.

C. Proposed amendments shall require a majority vote of the members present at the chapter meeting for approval.

**SCAVMA By Laws**

**Article I Dues**

*Section 1*

Dues shall be established each spring by the Finance Committee, and shall be presented with the budget for the upcoming year for acceptance by the chapter at the April business meeting.

*Section 2*

The annual dues are payable on or before October 15th, or whatever date is deemed necessary by the Finance Committee to comply with the current AVMA established deadlines

**Article II Order of Business**

*Section 1*

In all cases where both the Constitution and By-Laws are found insufficient, the chapter

shall employ “Roberts Rules of Order” as a guide.

*Section 2*

1. Call to order

2. Program

3. Committee Reports

4. Unfinished business

5. New business

6. Nomination or election of officers

7. Appointments

8. Adjournment

*Section 3*

The President may modify this order of business, as he/she shall deem necessary or expedient.

**Article III Term**

*Section 1*

The first term shall begin at the end of the spring semester and end at the final day of the fall semester

*Section 2*

The second term shall begin at the end of the fall semester and end with the last day of the spring semester.

**Article IV Special Privileges**

*Section 1 – Social*

Members are entitled to attend all scheduled social events of the chapter.

*Section 2 – Professional*

Members may receive the official chapter publication, *The SCAVMA Circular*, without assessment.

**Article V Reports**

*Section 1 – Officers*

Officers shall submit a written report at the termination of their term of office to the incoming president to be filed in the SCAVMA office. Officers shall also give a packet to their successors of materials pertinent to the office.

*Section 2 – Committees*

All committees shall submit their reports in writing at the end of each term to the incoming president to be filed in the SCAVMA office.

**Article VI ISU Veterinary Ambassadors**

*Section 1 – Purpose*

A. To inform students with an interest in veterinary medicine about the ISU College of Veterinary Medicine.

B. To promote the image of the College of Veterinary Medicine as it represents the veterinary profession.

C. To organize and distribute information concerning student chapter events to appropriate news media.

*Section 2 – Membership*

A. Open to any student enrolled in the College of Veterinary Medicine.

B. An executive committee will be formed and consist of 5 members in good standings: President, VMI, VMII, and VMIII Vet Ambassador Representatives, and a Pre-Vet Liaison. The veterinary ambassador executive committee members shall serve a term of one academic year and be elected at the April Veterinary Ambassador meeting by a majority of the members present, with the exception of the VMI class representative who will be elected in the fall.

*Section 3 – Duties*

A. To maintain student guides responsible for giving tours of the College of

Veterinary Medicine.

B. To be responsible for the high school visitation program.

C. To be responsible for keeping high schools in the State of Iowa up to date on veterinary career information

D. The committee shall meet at least once per term or as often as the members deem advisable.

E. Provide a monthly report to the SCAVMA Executive Council.

F. Plan and coordinate special projects to promote the image of the College of

Veterinary Medicine as it represents the veterinary profession.

*Section 4 – Faculty Liaison*

The Dean shall appoint a faculty member of the College Public Relations Committee to serve as faculty advisor to this committee.

**Article VII Curriculum Committee**

*Section 1 – Eligibility*

The Student Curriculum Committee will consist of at least two representatives from each of the four classes of the veterinary medicine program, who meet the college scholastic requirements.

*Section 2 – Election of Members and Tenure*

A. Representatives will be elected by members of their respective classes. B. Representatives will serve three year terms.

C. Elections will be held by midterm of the fall term.

D. Special elections will be held when necessary to fill unexpected vacancies and to enlarge the committee size. The committee may be enlarged if deemed necessary by the committee.

E. A committee chairperson will be elected by its members, and will serve for one year.

F. The respective classes will elect one VMIII and one VMII member of the

Student Curriculum Committee to serve on the Faculty Curriculum Committee. These students will have full voting rights and privileges.

*Section 3 – Duties and Objectives*

A. Objectives of the Student Curriculum Committee will be guided by the following considerations:

1. To evaluate veterinary education at ISU in terms of meeting present and future goals of the profession.

2. To aid the faculty in identifying existing problems in the curriculum

which may be evident from the students’ perspective.

3. To aid instructors in continually upgrading evaluations.

4. To identify possible shortcomings in curriculum organization and

teaching methods as they relate to student motivation.

5. To establish complete involvement of students in evaluation procedures in order to obtain an accurate assessment of student needs and opinions.

6. To establish meaningful communication between students and faculty so that the recommendations may be made to accomplish indicated changes.

**Article VIII International Veterinary Student Association Chapter**

*Section 1 – Purpose*

To actively promote IVSA activities and events to the student body.

*Section 2 – Eligibility*

A. Shall be a member of the VMI class.

B. Shall be a SCAVMA member in good standing.

*Section 3 – Election*

A. Shall be elected by a written ballot.

B. Shall be elected by a simple majority of the votes cast.

C. Shall be elected and installed at the last business meeting of the second academic term.

*Section 4 – Tenure*

A. Shall serve four academic terms.

B. The sophomore IVSA Representative Elect shall become the IVSA Representative upon advancement to the VMIII year. A new IVSA Representative Elect shall then be elected from the VMI class.

*Section 5 – Duties*

A. Work actively to promote the IVSA within the student body

B. Provide a written report every semester regarding IVSA activities to the

SCAVMA Executive Council.

C. Act as liaison between the ISU IVSA and the International Exchange Officer in the SAVMA House of Delegates.

*Section 6 – Goals*

A. To encourage the institution of a study abroad program for the ISU veterinary student.

B. To explore sources of funding to facilitate overseas preceptorships.

C. To establish an information network which will list overseas veterinary institutions and veterinarians willing to host ISU veterinary preceptors.

D. To work cooperatively with the Executive Committee of the IVSA in an effort

to maintain an active and rewarding study abroad program.

E. To act as a resource group to provide various information to students interested in traveling abroad.

**Article IX Student Faculty Relations Committee**

*Section 1 – Membership*

A. The persons elected as Class Representatives from each class shall serve on this committee.

B. The President and President–Elect shall both be franchised members of this committee.

*Section 2 – Tenure*

Tenure shall be one year.

*Section 3 – Duties*

A. To bring to the attention of the faculty, problems which students feel the faculty should act upon.

B. Make recommendations from the students to the Academic Standards

Committee.

C. The VMIII Representative in his/her first semester of tenure on this committee shall make a written report to the Executive Council after each committee meeting.

D. The VMIII Representative in his/her second semester of tenure on this committee shall update the student body on current issues at each monthly SCAVMA meeting.

**Article X Freshman Orientation Program Committee**

*Section 1 – Purpose*

The purpose of this committee is to provide entering VMI students an orientation program to the College of Veterinary Medicine and its special activities prior to the first day of class fall term.

*Section 2 – Membership*

A. The following shall serve as members on this committee:

1. The current SCAVMA President.

2. The current SCAVMA President–Elect

3. The Chairman of the Honor Code Board

4. The SAVMA Delegates

5. The ISU-UNL SAVMA/SCAVMA Liaisons

6. A person or persons from the Administration of the College.

7. Other persons whom the chairperson of the committee shall see necessary.

B. Other committee members, unless specifically provided for above, shall be appointed by the specific group they represent, or by the chairperson of this committee.

*Section 3 – Duties*

A. Duties of the person from the Administration of the College:

1. To serve as chairperson of this committee.

2. To coordinate committee members in setting up the orientation

program.

3. To set up the schedule of events for the orientation program.

4. To perform any other duties necessary to insure a successful orientation program.

B. Duties of the current chapter President:

1. To explain the chapter organization and structure to the incoming VMI

students.

2. To explain the Constitution and By-Laws of SCAVMA during the orientation program.

3. To encourage all new VMI students to become members of SCAVMA.

4. To outline the benefits of becoming a SCAVMA member

5. Shall provide at the end of his/her term of office a report to go into the

SCAVMA files.

C. Duties of the President-Elect:

1. Shall discuss positions available to VMI students on chapter committees.

2. Shall encourage the incoming VMI students to be active in SCAVMA D. The Chairman of the Honor Code Board:

1. Shall read the Honor Code to the new students.

2. Shall discuss positions on the Honor Code Board which will be open to

VMI students. E. The SAVMA Delegates:

1. Shall explain the organization of and discuss the activities of SAVMA.

2. Shall explain his/her duties in both the chapter and the national organization.

F. All Committee Members:

1. Shall assist in organizing a picnic/barbeque for all veterinary students, faculty, and guest during the first week of the fall term.

**Article XI Winterfest Committee**

*Section 1 – Purpose*

To provide for and organize the winter formal event (Winterfest).

*Section 2 – Membership*

Shall consist of the entire Student Body.

*Section 3 – Organization*

A. The VMII class shall select two chairpersons (co-chairs) for this committee during the spring term.

B. The co-chairs shall be responsible for organizing the necessary subcommittees from within the student body. The co-chairs shall make a report to the SCAMVA Executive council prior to the evening of Winterfest and file a report at the conclusion of his/her duties.

C. The theme of the party/evening shall be decided upon by the entire Winterfest committee.

**Article XII Recreation and Stress Relief**

*Section 1 - Purpose*

To introduce and facilitate the use of recreation as a means to reduce stress by providing a convenient source of recreational opportunities in the form of activities, programs, and workshops.

*Section 2 – Membership*

The committee will consist of two students from each class (VMI, VMII, VMIII and

VMIV) of the CVM and one Faculty Advisor.

*Section 3 - Elections*

A. New student committee members will be voted in by the current RSR committee. They will be chosen from those volunteers (not class nominations) who display exceptional enthusiasm in joining the RSR Committee.

B. Faculty Advisors will be nominated by the RSR committee and voted on. The advisor chosen will be approached for acceptance of the position.

C. Each year will add (2) VMI's and (1) Faculty Advisor with each new member

committing to a four year term with the exception of the Faculty Advisor which is a one year term.

*Section 4 – Tenure*

The class representatives shall serve for eight academic terms (four academic years). The

Faculty Advisor shall serve for two academic terms.

*Section 5 - Organization*

A. The RSR Committee Chairperson will come from a nominee of the VMI, VMII, or VMIII class members. This will be a volunteer. (A run-off or co-chairs may be instituted if indicated.) This position will be for two academic terms starting in the first academic term. The new chairperson will be determined at the last meeting of the second academic semester.

The Chairperson's duties include:

1. Organizing, scheduling and mediating of RSR Meetings

2. Representation at SCAVMA Executive Meetings as a nonvoting member to make announcements at student meetings.

3. Delegation of program organization to the other committee members.

4. Organization of the RSR filing cabinet. (i.e. keeping track of T-shirts, poster material, filing fliers for future use, computer disk/file updates, etc.)

5. Composing the RSR column for the SCAVMA Newsletter.

B. The RSR Committee Secretary-Treasurer will be a volunteer from the new committee members of the VMI's or VMII. (A run-off may be instituted if indicated.) This position will be for 2 semesters starting in the spring. The new secretary-treasurer will be determined at the last meeting of the spring semester. The Secretary-Treasurer's duties include:

1. Contacting committee members about upcoming meetings.

2. Maintaining a personal calendar of school events, exams, RSR

programs, etc. as well as the calendar on the RSR corkboard.

3. Maintaining a budget of RSR program costs.

4. Reporting to RSR and/or SCAVMA in regards to the finances.

5. Writing checks, depositing cash/checks, and maintaining daily balances

of the RSR personal checking account.

*Section 6 - Budget*

RSR may be considered annually for SCAVMA funding pending monetary needs and available funds. These funds will be used to support the activities and workshops as well as pay for T-shirts which are given to those instructors who help put on the various programs.

*Section 7 - Programs*

RSR will act to coordinate recreational activities. Students and faculty who wish to lead recreational activities/workshops will be recruited and the committee will act to publicize the event, get participants, collect fees, and take care of expenses.

*Section 5 - Specific Events*

A. There are specific events which shall be offered every year. These events include:

1. Ticket Coordination of varsity Football and Basketball

2. Posting of University Recreational/Intramural events

3. Coordination of recreational sporting tournament(s) within the College of Veterinary Medicine

4. Halloween Pumpkin Carving Contest

B. It shall be the goal of RSR to coordinate one major event each month.

*Section 6 - Account*

The Recreation & Stress Relief program has its own checking account. This is due to the constant and sudden turnover of fee deposits and program costs make it impossible to go through university accounts for each transaction. Each event will have its own debit/credit recorded to keep the RSR budget accurate. The budget will be reported to the SCAVMA exec council each year.

*Section 7 – University Recreation Services*

RSR will have two representatives that sit on the Recreation Services Executive Council. This is a council of the University Recreation Services. This will provide RSR with a link to the University Recreation Services for advice and guidance.

**Article XIII SCAVMA Bookstore**

*Section 1 – Purpose*

The purpose of SCAVMA Bookstore (herein called the Bookstore) shall be to serve the best interests of the Chapter members by making available books and medical instruments for purchase.

*Section 2 – Operating Procedures*

A. All general operating policies will be determined by the Bookstore Manager.

B. All student book order forms must be completed and returned with a deposit for the amount determined by the manager, and approved by the Executive Council, no later than the deadline established by the Bookstore Manager. All office equipment and expenditures for Bookstore improvements will be subject to approval of the Bookstore manager.

C. The Manager retains the right to petition for funds to cover any unexpected Bookstore expenses in accordance with the Constitution and By-Laws of the organization.

*Section 3 – Bookstore Personnel*

A. All employees must be members in good standing in accordance with the

Constitution and By-Laws of SCAVMA. Employees must have a minimum 2.5

GPA to gain and retain employment. This will be subject to verification by the Office of Academic and Student Affairs, which will generate a list of qualified candidates for the job.

B. The employee with seniority shall serve as the manager.

C. A new employee from the VMI Class shall be chosen between August and November of each year. In emergency situations there will be two employees chosen from the VMI Class to replace outgoing employees. The employee shall begin as soon as the Manager deems necessary. At this time the employee’s duties will be outlined and an Agreement of Employment form will be signed by the employee. If the employee continues to meet the approval of the Bookstore Manager, he/she will be allowed to work up until the end of the VMIII year. The employee can be terminated at the discretion of the manager after two breeches of the Agreement of Employment form.

D. All employees will be selected by the Bookstore Manager and Assistant Manager. Each applicant must submit a written application and participate in an oral interview with the management and/or the Executive Council for employment.

E. The Bookstore Manager, Assistant Manager, and Executive Council reserve the right to release any employee who is not performing the duties as required by his/her job and as outlined in the Agreement of Employment form.

F. Employees will be evaluated for a raise at the end of their VMI year and every

semester thereafter which will go into effect the first day of classes of the new semester.

*Section 4 – Profits or Losses*

A. SCAVMA shall be entitled to and responsible for any profits or losses resulting from the operation of the bookstore.

B. Projected operating expenses and year to date registers as determined by the manager will be submitted to the Executive Council for review not less than once per semester and prior to approval of the General Budget each spring.

C. Profits from the Bookstore shall be entered into the SCAVMA Reserve Account not less than once per year. The use of these said profits shall be subject to a majority vote by the general membership in accordance with the Constitution and By-Laws of this organization.

**Article XIV Symposium Committee**

*Section 1 - Purpose*

A. To oversee the collection and distribution of the Symposium Fund used to defray travel expenses to the SAVMA Symposium.

B. To promote, in the interest of safety, group transportation to the symposium whenever possible.

*Section 2 - Membership*

A. The chairpersons shall be the ISU SAVMA delegates and the UNL SCAVMA/ Liaisons, Vice President.

B.

C. The treasurer-elect shall be a member of the committee.

*Section 4 – Duties of the Committee*

A. To propose a tentative plan of action for the year’s Symposium fund raising effort. The proposed plan shall be implemented following final approval by the Executive Council.

B. To propose a tentative plan for group transportation to the Symposium.

Following approval of the Executive Council it shall be the duty of the committee to arrange this transportation and make it available to the SCAVMA membership.

C. To equitably distribute the funds raised during the course of the year from the date of the previous Symposium, with priority given to:

1. Group transportation if it is feasible.

2. Payment of lodging expenses for all members who attend the

Symposium.

3. Payment of travel expenses if group transportation cannot be used.

4. Any funds that remain after payment of registration, lodging, and travel expenses for each participant shall become part of the Symposium Fund for the following year.

*Section 5 – SCAVMA’S Role in Committee Policy*

A. The SCAVMA Executive Council shall approve the proposed fund raising projects and group transportation for the year. Estimated costs and income shall be considered and final approval shall be by majority vote.

**Article XV SCAVMA Scamper**

*Section 1 – Purpose*

To organize an annual 5 and 10 kilometer road race to raise funds for the following year’s

SAVMA Symposium.

*Section 2 – Membership*

A. Volunteers

B. Directors for the next year should be designated after the current year’s Scamper

but before the end of spring term.

*Section 3 – Tenure*

Shall serve for one year. Individuals may serve for consecutive terms.

*Section 4 – Duties: Subcommittees: (may change from year to year).*

A. Publicity

B. Activities and facilities

C. Course control

D. Starting/finish line

E. Awards/T-shirts

F. History

G. Registration

H. Aid stations

I. Regulatory which shall provide assurance of compliance with documents outlined in Article XXIX as well as IACUC and other applicable University regulations.

*Section 5 – Budget*

SCAVMA Scamper shall be self-sufficient with no funds specifically set aside from the yearly SCAVMA budget. Also, funds raised from sponsors and entry fees shall be used to pay any bills generated while organizing the event. Any profits shall be directed to the SCAVMA Fundraising account.

*Section 6 – Expectations*

A. Raise funds for Symposium.

B. Generate positive publicity for the ISU College of Veterinary Medicine. C. Run a safe, enjoyable race.

**Article XVI Hills Pet Food Committee**

*Section 1 – Objective*

To acknowledge the contributions that Hill’s Science Diet pet food makes to the student body’s education and to distribute the moneys obtained from the sales of Hill’s Science Diet pet food in the best interest of the members. Profits from the sales shall be used to sponsor educational programs and opportunities.

*Section 2 – Membership*

A. All students are eligible to be elected members.

B. Two elected representatives from each class (VMI-VMIV).

C. Two cabinet positions elected by those members in Section 2B:

1. One Chairperson

2. One Treasurer

D. One Faculty Advisor elected by those members in Section 2B.

*Section 3 - Tenure*

A. Each member will be elected during their VMI year and will serve until the end of their VMIV year.

B. The Faculty Advisor shall serve a term of two years with elections being held every other year.

*Section 4 – Duties*

A. The duties of the chairperson shall be to:

1. Notify all elected members of meetings and to head committee meetings.

2. Report to SCAVMA executive council as necessary.

3. Make announcements as necessary to the student body. B. The duties of the Treasurer shall be to:

1. Document a budget for the distribution of the profits each spring for the coming year with major headings.

C. Elected committee members are responsible for producing, distributing, collecting, and evaluating applications for distribution of the moneys gained from the sales of the Hill’s Pet Food. Decisions for funding of applications will be determined by majority vote of the committee members; a minimum of five members must be present to vote.

*Section 5 – Account*

An Account specifically for the money shall be separate from the SCAVMA and clinic accounts and shall be set up as an on-campus club account. Disbursements taken from this account will be for the sponsorship of educational programs and opportunities and must be approved by three members of the committee: a faculty advisor, the chairperson, and the treasurer.

*Section 6 – Administrative Fee*

An administrative fee of fifteen percent of the profits shall be paid to the Iowa State University College of Veterinary Medicine clinic storeroom for storage of the pet food and for the hiring of extra people on the days of sale.

**Article XVII Outstanding Service Award Committee**

*Section 1 – Purpose*

The annual award shall recognize any person or persons who have performed outstanding service or contributions to veterinary students outside the normal curriculum. The announcement(s) shall be at the last meeting of the spring term.

*Section 2 – Membership*

Members of this committee shall be the President-elect and second term class representatives.

*Section 3 – Tenure*

Committee members shall serve for one year.

*Section 4 – Selection of Recipients*

A. Two recipients shall be selected, one shall be from the basic sciences curriculum and the other shall be from the clinical sciences curriculum.

B. The recipients shall not have received the award in the previous three years.

C. Nominations shall be collected from all classes, by the President Elect.

D. The student body shall make the final decision of who receives the award by the majority of the votes cast.

**Article XVIII FEC (Fish Enthusiast Club)**

*Section 1-Purpose*

1. The purpose of this organization is to promote aquatic animal education and ensure the proper care of the tank(s) in the Fish Tank Lobby that belong(s) to the Student Chapter of the American Veterinary Medical Association at ISU CVM and the FEC.
2. The Iowa State University College of Veterinary Medicine Fish Enthusiast Club abides by and supports established Iowa State University Policies, State, and Federal Laws.

*Section 2- Finances*

1. Budget FEC may be considered annually for SCAVMA funding pending monetary needs and available funds. These funds will be used to support the maintenance and care of the fish and tank in the Fish Tank Lobby.

**Article XIX. Servant as Leader Award**

*Section 1 – Purpose*

To continue to emphasize the concept of “Servant as Leader” first introduced in VMI Fall Orientation by recognizing acts of servant leadership performed by students of the College of Veterinary Medicine.

*Section 2 – Requirements*

Any veterinary student who is in good standing with the Student Chapter of the American Veterinary Medical Association at Iowa State University, faculty or staff of the College of Veterinary Medicine.

*Section 3 – Award*

A pin will be presented at the last business meeting of both the fall and spring semester to every individual nominated.

*Section 4 – Application*

Electronic forms shall be provided to all students prior to the last business meeting of the fall and spring semester. Each form that is submitted will list the nominee’s name, class/position, and act of servant leadership.

*Section 5 – Selection*

All nominees are considered winners and will be recognized and receive a pin at the last business meeting of each semester.