## IOWA STATE COLLEGE OF VETERINARY MEDICINE

## SCAAEP CONSTITUTIONS & BY-LAWS

# CONSTITUTION

### ARTICLE I: NAME

***Section I:***

The Association shall be known as the American Association of Equine Practitioners at Iowa State University.

### ARTICLE II: PURPOSE AND GOALS

***Section I:***

The objectives of this Association shall be:

1. To enhance the educational opportunities of the professional students at Iowa State University College of Veterinary Medicine
2. To inform students about veterinary related problems currently affecting the horse industry.
3. To promote the exchange of professional knowledge among students and practitioners for the advancement of equine health.
4. To be affiliated with the national chapter of American Association of Equine Practitioners.

**ARTICLE III: STATEMENT OF COMPLIANCE**

***Section I:***

The Student Chapter of the American Association of Equine Practitioners abides by and supports established Iowa State University policies, state, and federal laws and follows local ordinances and regulations.

***Section II:***

The Student Chapter of the American Association of Equine Practitioners agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

### ARTICLE IV: NON-DISCRIMINATION STATEMENT

***Section I:***

Iowa State University and The Student Chapter of the American Association of Equine Practitioners do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

**ARTICLE V: MEMBERSHIP**

***Section I:***

Membership shall be open to all registered students at Iowa State University College of Veterinary Medicine. Faculty, staff, and student partners may be associate members but may not vote or hold office. Non-registered students, including the faculty advisor may not vote. As a member, one is required to attend organization meetings regularly, pay dues, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote of the general membership if actions are deemed inappropriate by the membership.

**ARTICLE VI: RISK MANAGEMENT**

***Section I:***

The role of the risk management officer is designated to the Vice President. The risk management officer is to:

1. Help minimize potential risks for club activities
2. Recommend risk management policies or procedures to the Student Chapter of American Association of Equine Practitioners
3. Submit documentation to ISU’s Risk Management Office
4. Ensure that Iowa State University policies are followed at all of the organization’s events
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

**ARTICLE VII: OFFICERS**

***Section I:***

The duties of the President shall be:

1. to preside at regular and special meetings of the chapter
2. to represent the Association on campus and in any capacity relating to the AAEP and/ or ISU CVM
3. to appoint committees as deemed necessary to carry out chapter objectives and to establish the necessary duties for each
4. to coordinate and supervise activities of the chapter
5. to act as liaison with the faculty and practitioner advisors
6. to set up executive meetings as often as deemed necessary
   1. Coordinate with secretary regarding room reservation and sending out the meeting minutes before executive meetings.
7. Run the club email ([iastateaaep@iastate.edu](mailto:iastateaaep@iastate.edu))
8. Communicate with National AAEP and attend President's meetings as necessary
9. Coordinate the planning (including travel, hotel, food, and registration costs) and execution for the National AAEP Convention
10. Coordinate the planning and execution of social gatherings for the members of the association.

The duties of the Vice President shall be:

1. to preside at regular and special meetings of the chapter in the absence of the president
2. to assist the president in all duties as requested
3. to take over the duties of the office of president in the event that the officer is incapable of performing his or her duties or the office is vacated

The duties of the Treasurer shall be:

1. to collect all dues of the local and national chapter as necessary
2. to maintain records of all chapter business and transactions, including membership records
3. to be custodian of the funds of the chapter and to be jointly responsible with the president, vice president, and faculty advisors for allocating and budgeting funds
4. to maintain a database of the number of members, their names, their general membership status, and their National AAEP member status
   1. to work with Secretary and President to compile list of members and membership status to send to National AAEP in order to receive membership refund
5. to maintain updates on the allocation of funds and income
   1. Update ledger for club executive team to see
6. to submit necessary applications and cover letters for any funding or grants

The duties of the Secretary shall be:

1. to maintain an accurate record of all organization meetings and report these minutes to members or the Executive Committee
   1. send out meeting minutes and room details prior to executive meeting
2. to maintain listserv directory with contact information such as: name, email, phone, address, year, and membership
3. to send letters of thanks to guest speakers or contributors and compose any necessary letters on behalf of the Association
4. Create yearly listserv with paid club members

The duties of the Wet Lab Committee shall be:

1. Coordinate the wet lab activities with the executive committee, the advisors, and the participants
2. Complete all documentation necessary for approved use of animals and equipment
3. Committee chair: responsible for delegating committee members to carry out necessary tasks.

The duties of the Fundraising Committee shall be:

1. Coordinate fundraising activities with the executive committee, the advisors, and the participants
2. Promote fundraising activities to students, faculty, and staff members

The duties of the Speaker Committee shall be:

1. Coordinate the speakers for regular meetings.
   1. Includes sign-ups, coordinating ordering with Treasurer, booking rooms, and coordinating with meeting presenters.

***Section II:***

Terms of service

* Terms of service are for one school year (fall and spring semesters). However, the VM1 representative positions are two-year terms. The VM1 representatives are expected to move into the wet lab and speaker committees in their second year, unless they run for another position.

***Section III:***

Method of Election of Officers:

* Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.
* VM1 representative positions: VM1s apply at the start of fall semester and are selected by anonymous vote of the executive team. President is responsible for accepting applications and organizing the anonymous vote.
* Officer/ committee position votes occur at the end of Spring semester for the following year term.

***Section IV:***

Date for Election of Officers:

* Elections will take place in April at the end of the spring semester for the following year.

***Section V:***

Impeachment/Removal of officers

* Officers may be removed from office by ¾ vote of the other officers if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of officer removal or an unscheduled vacancy another student will be voted in to take over that position.
* Impeachment can occur but is not limited to the failure of meeting the requirements of ones position on the executive board, use of slander toward members or executive personnel, or the inability to follow rules in relation to the College of Veterinary Medicine. Examples would include allowing people to participate without waivers, creation of unconducive and uncomfortable environments, or carrying out the requirements of their position as laid out in the Constitution.

***Section VI:***

Minimum Cumulative GPA for Officers

* The officers of this organization must meet the following requirements:
  + “Be in good standing with the university and enrolled: at least half time (six or more credit hours), if a graduate level student during their term of office.
  + Have a minimum cumulative grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  + Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the previous two bullets.

**ARTICLE VIII: ADVISORS**

***Section I:***

**Advisor duties**: The advisors are there to help the club select speakers and wet labs as well as to give advice on the group's proceedings.

**Method of election of advisors**: The advisors will be selected by the Executive Committee members.

**Advisors term of service**: The advisors will have an indefinite service period of at least one year.

**Impeachment/Removal of Advisors:** Advisors may be removed from office by ¾ vote of the officers if actions are deemed inappropriate by the membership. The advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of advisor removal or an unscheduled vacancy another advisor will be voted in to take over that position.

**ARTICLE IX. FINANCES**

***Section I:***

The Association shall establish reasonable dues that must be paid by all members. The Executive Committee will determine the amount of the dues. Dues must be paid to the treasurer by the date determined by the Executive Committee. Dues must not exceed twenty five dollars, unless the officers deem it necessary to amend this amount. Dues amount will be decided by on the executive team and how to offer membership status. National membership and/or discounted for non-national membership.

***Section II:***

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 24 hours after collection. One of the advisers to this organization must approve and sign all expenditures before payment.

***Section III:***

In the event that the Association is dissolved, the members of the Executive Committee shall decide the manner in which the funds shall be dispersed.

***Section IIII:***

Spending of club money on executive support has been voted on by membership and allowed, if done so diligently, about spending and maintaining appropriate funds in the account. This will not take away from opportunities, wetlab funding, or provided meals at meetings for general membership.

**ARTICLE X: AMENDMENTS AND RATIFICATION**

***Section I:***

Amendments to this constitution shall be submitted in writing and sent via email to the Association. Said amendment(s) will be voted on via email and electronic voting. In order to adopt the amendment, a vote of two-thirds of the general membership is necessary. The amended constitution will be submitted within ten days to the Student Engagement for approval.

***Section II:***

This constitution shall become effective upon approval by a three-fourths vote of the general membership. Ratified constitutions must be submitted to Student Engagement within ten days for final approval.

**Signatures Required for Approval**

Allison West April 2025

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President Date

Emma Mannery April 2025

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Vice President Date

Jamie Kopper, DVM April 2025

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Advisor Date

Dr. Kersh April 2025

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Advisor Date

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Assistant Director of Student Engagement Date