



Constitution of Pre-Veterinary Club at Iowa State University

Article I – Name

- a. The name of this organization shall be Pre-Veterinary Club at Iowa State University.
- b. The club can also be known by the aliases: Pre-Vet Club, Pre-Veterinary Club and PVC.

Article II – Affiliations

This organization is affiliated with the Iowa State University College of Agriculture and Life Sciences, Iowa State University College of Veterinary Medicine, and the American Pre-Veterinary Medical Association.

Article III – Statement of Compliance

The Pre-Veterinary Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Pre-Veterinary Club at Iowa State University agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Policy

Iowa State University and Pre-Veterinary Club 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, or status as a U.S Veteran.

Article V – Objectives

The objectives of this organization shall be:

- a. To promote a closer relationship between pre-vet students, students in related curriculum, the College of Veterinary Medicine, and veterinary medical students.
- b. To encourage interest in and a more comprehensive understanding of the veterinary medical profession and related fields.

Article VI – Membership

Section 1: Requirements

Membership shall be open to all registered students in good standing at Iowa State University and willing/able to abide by the requirements in *Article VI, Section 2* to be considered an active member of the Pre-Veterinary Club at Iowa State University.

Section 2: Active Membership

An active member must:

- a. Pay dues.
- b. Attend two meetings a semester.
- c. Attend two club activities and functions a semester, other than general meetings.
 - Members must sign in with an Executive Council Representative before club events.
 - Members will be required to submit in absence form if they are not able to attend a main meeting.
 - Attendance should be monitored via a point incentive system which will be monitored by the secretary, vice president, and president.
 - Attendance updates will be emailed at the end of the semester with number of events and main meetings attended.

Section 3: Removal

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.



- A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
- Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VII – Meetings

- a. A minimum of four business meetings shall be held during each of the fall and spring semesters.
- b. Special meetings may be called if deemed necessary by the executive council.
- c. Notice of all meetings shall be appropriately posted.
 - In accordance with Public Relation's duties (*Article IX, Section 7*).
- d. Meetings shall conclude upon proper motion and second of adjournment, followed by a verbal sign of approval from the majority of the club.

Article VIII – Executive Council

Section 1: Members

The Pre-Veterinary Club Executive Council shall be composed of the following members (officer) positions:

1. President
2. Vice President
3. Treasurer
4. Co-Treasurer
5. Secretary
6. Agriculture and Life Sciences Student Council (CALS) Representative
7. Public Relations Chairperson
8. General Club Representative
9. Interest Group Chairpersons
10. Neonatal Intensive Care Unit (NICU) Representative(s)
11. Retrieving Freedom Chairpersons
12. Midwest Symposium Chairpersons
13. American Pre-Veterinary Medical Association (APVMA) Symposium Chairpersons
14. Paws for a Cause Chairpersons

Section 2: Officer Eligibility

All positions stated within *Article VIII, Section 1* of these By-Laws are members of the executive council.

- a. Must be an active member of Iowa State University Pre-Veterinary Club.
- b. A minimum GPA of 2.50 is required for the semesters immediately prior and during the term of office for both undergraduate and graduate executive officers.
- c. Must be in good standing with the university.



- d. Executive officers must pay dues by the deadline set by the treasurer, as standard to rest of club and general members.
 - Undergraduate executive members must be enrolled in at least six credit hours each semester during their term of office, unless graduating before the next subsequent semester.
 - Graduate level students must be enrolled in at least four credit hours, unless fewer credits are required in the final stages of their degree as defined by Continuous Registration Requirements.
- e. Member will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in b., c., and d. of this article.
- f. Must have interest in veterinary medicine.

Section 3: Terms of Office

- a. Tenure of office shall be one year unless otherwise noted.
- b. Officers shall be allowed to succeed themselves.
- c. An executive council member shall not hold more than one executive position, unless the club lacks sufficient numbers to fill all positions.
 - Any current executive member who would like to run for a new executive position must uphold all the responsibilities of their current position to be eligible.
- d. President and Vice President will monitor duties and determine if any issue needs to be presented to the executive or general club meetings.

Section 4: Duties

- a. Shall be the administrative body for the club.
- b. Shall be charged with the duty of carrying out the provisions of the constitution and by-laws.
- c. Must attend monthly executive council meetings and regular business meetings.
 - Absences can be granted by the President for extenuating circumstances.
- d. Constitution revision is mandatory for all executive members.
 - Absences can be granted by either the President or Vice President for extenuating circumstances.
 - General club members are also encouraged to attend this meeting.
- e. Shall determine the agenda for each business meeting.
- f. Information exchange for the vacated positions will occur at the end of the last general club meeting immediately following elections.
 - Additional meeting will be set-up at the discretion of the Executive team.
 - Information meeting will consist of passing of access to the CyBox to the newly elected person, addressing questions and concerns of the newly elected person, and other business that is needed to have a smooth transition.
- g. Shall attend a minimum of one club activity, besides their own interest group, each semester.
 - These activities must be witnessed in signature by the executive member(s) holding each event.
 - Completed sign-in sheet must be handed in to the secretary by the next executive meeting.
- h. Attendance at general club meetings and constitution revision is required, and officers and advisors may be dismissed at the discretion of the president and/or executive board.
 - Refer to *Article VIII, Section 6c*.
- i. Shall take photographs of each event held throughout the year.
 - All photographs should be uploaded to the photography folder on CyBox so that the club and Public Relations chair has access to them.
- j. President, Vice President, Treasurer, and Co-treasurer shall become Food Safety Certified at the beginning of each new academic year.

Section 5: Executive Council Meetings

- a. The executive council shall meet prior to each general meeting and as deemed necessary by the president.
- b. All executive council meetings shall be open to the public.
- c. All executive members must dress in appropriate attire (no sweatpants).

Section 6: Loss of Officers

- a. Resignation / Impeachment of President
 - Should the president leave office for any reason, the vice president shall move up to fill the vacancy.



- A new vice president shall be elected following *Article IX* election procedures at the time of the change of office.
 - All other officers shall remain in their designated offices.
 - If any club member feels that the president is not fulfilling his/her duties, they may submit a written petition to the club advisors with at least twenty-five percent of active club member's signatures calling for the removal of the president.
 - The situation shall be dealt with as deemed necessary by faculty advisors.
 - The individual who is impeached will be allowed to speak prior to voting but will not present during the final vote.
- b. Resignation/Vacancy of Officers
- If any other office is vacated, an election shall be held for that office only (Excludes two-year positions).
 - Information exchange for the vacated positions will occur at the end of the last general club meeting immediately following elections.
 - Election of midterm vacancies shall occur at the next business meeting following said vacancy.
- c. Dismissal of Officers or Advisors
- Officers and Advisors not attending to their duties are subject to dismissal.
 - If any executive members are not fulfilling his/her duties, the member or executive member with concerns about the performance is to express their concerns with the President, Vice President, and an Advisor.
 - Attendance at general club meetings and constitution revision is required.
 - If any officer has two or more unexcused absences at regular business meetings they may be dismissed at the executive board's and/or president, vice president and advisor's discretion.
 - If any officer has one or more unexcused absences at executive meetings they may be dismissed at the executive board's and/or president's discretion.
 - The President and Vice President will set a timeline in which said duties are to be performed.
 - If the deadline is not met, the matter of dismissal will be presented to the executive team with accompaniment of an advisor and a $\frac{3}{4}$ vote will determine if the officer is to hold their position or be dismissed.
- d. Grounds for Impeachment/Removal
- Officers or Advisors may be removed from office for, but not limited to, the following impeachable offenses
 - i. Failure to fulfil assigned duties or repeated unexcused absences from required meetings/ events.
 - ii. Misuse or mismanagement of club funds or resources
 - iii. Behavior in violation of Iowa State University's Student Code of Conduct, including harassment, discrimination, or actions that bring disrepute to the organization.
 - iv. Failure to maintain eligibility requirements (such as GPA, enrollment status, or good standing with the university).
- e. Committees shall be established and abolished as deemed appropriate by the club on a yearly basis.
- Co-chairs shall be elected following *Article IX, Section 5* procedures.

Article IX – Officer Positions & Duties

Section I: President

- a. Eligibility: Must maintain a cumulative 2.5 or better GPA.
- b. Duties:
- To be chairperson of the executive council
 - To preside at all meetings of the club. Shall determine monthly meeting times and locations of main and executive council.
 - To serve as an ex-officio member of all club committees.
 - Shall ensure that the club abides by all rules of the Student Engagement.
 - Responsible for risk management assessment and oversight.
 - Shall preside over all election processes.



- Shall cast only tie-breaking votes.
- Has the power to delegate any duties to other officers other than those stated in by-laws.
- Maintain the executive members' activity log each semester to ensure executive participation.
- Shall coordinate and facilitate the information exchange meeting for recently vacated positions.
 - Shall place room reservation requests with the university prior to the beginning of each semester.
 - Shall maintain and oversee the club calendar; in which executive members have editing capabilities.

Section 2: Vice-President

- a. Eligibility: Must maintain a cumulative 2.5 or better GPA.
- b. Duties:
 - To preside at all meetings in the absence of the president.
 - To serve as an ex-officio member of all club committees.
 - Should position of president be vacated, vice president shall assume the position of president immediately.
 - Re-election for a new vice-president would occur at the immediate next general club meeting.
 - Oversees the organization of:
 - Programs, Fundraising efforts, and Philanthropy
 - Peer mentorship events and activities
 - Assemble an annual constitutional and by-laws review committee and ensure that all members of the Executive Council receive an updated version.
 - Review committee shall meet once per academic year, no later than April. Committee shall consist of the executive council, newly elected executive members.
 - Shall go over the constitution at the first executive meeting of the fall semester so all positions understand their duties.
 - Provide a copy of the current constitution to all members of the Council at least one week before the first executive meeting of the fall semester.
 - Collect a signed document stating that all member of the Council has read, acknowledged, and understood all responsibilities set forth by the current version of the PVC Constitution.

Section 3: Treasurer

- a. Eligibility: Must maintain a cumulative 2.5 or better GPA.
- b. Duties:
 - Shall collect dues.
 - Shall maintain a budget and share with the Executive Council when requested.
 - Shall continuously update the shared Account Balances Google Sheet to ensure current funds are accurate and up-to-date for every chair.
 - Shall maintain a current list of paid members.
 - Must register the club with the Iowa State University Student Engagement.
 - Shall present a report on the account balances at every executive team meeting to notify the Executive Council of their balance and the clubs current standing.
 - Shall handle all transactions of club monies.
 - Shall serve as the active name on the club's P-Card.

Section 4: Co-Treasurer

- a. Eligibility: Must maintain a cumulative 2.5 or better GPA.
- b. Duties:
 - Shall assist the treasurer in collecting dues.
 - Shall assist the treasurer in maintain the budget.
 - Shall learn how to submit a monthly statement to executive and club members.
 - Shall learn how to maintain a current list of paid members.
 - Shall assist in handling all transactions of club monies.
 - Shall serve as the active name on the club's P-Card; must obtain P-card no later than the first week of October.



- Shall provide any food and refreshment to general club meetings.

Section 5: Secretary

- a. Eligibility: Must maintain a cumulative 2.5 or better GPA.
- b. Duties:
 - Shall keep a record of proceedings of each meeting and make them available on a club shared Cybox account.
 - Shall maintain club e-mail account and club e-mail list.
 - Shall correspond with treasurer to update active members.
 - Shall track meeting attendance and ensure the Executive Council is recording attendance for their events for the point incentive system.
 - Shall maintain and share a list of active members with the Executive Council for attendance purposes.
 - Shall work with Executive Council to create an incentive system for attendance that is deemed financially and logistically feasible.
 - Must transfer ownership of email list to succeeding officer.
 - Shall email the minutes of the previous club meeting following each monthly meeting.
 - Shall submit up-to-date information for the Animal Science Department monthly newsletter.
 - Shall be responsible for a weekly newsletter that is sent to the club.

Section 6: Ag and Life Sciences Student Council (CALC) Representative

- a. Eligibility:
 - Must maintain a cumulative 2.5 or better GPA.
 - Shall be appointed by the previous year's Representative.
 - Position(s) will be held for two consecutive years unless early resignation is approved by the Executive Council.
- b. Duties:
 - Shall abide by the regulations of the Ag and Life Sciences Student Council which are not limited to but include attending Ag and Life Sciences Student Council meetings and required functions.
 - Shall report Pre-Veterinary Club activities to the Ag and Life Sciences Student Council.
 - Shall report Ag and Life Sciences Student Council activities to Pre-Veterinary Club.
 - Ag and Life Sciences Student Council Representative leaving their position shall inform the Ag and Life Sciences Student Council Secretary with the contact information of the succeeding officer.
 - Newly elected officer must attend one Ag and Life Sciences Student Council meeting prior to proceeding officer's end of term.

Section 7: Public Relations Chairperson

- a. Duties:
 - Shall advertise on main campus prior to every meeting such as in the form of flyers, writing meeting times/dates in lecture halls, notices in the newspaper, and/or through club email.
 - Shall be responsible for any annual club apparel and receive payment prior to sending out an order.
 - Shall promote the club within the university and the community.
 - Shall be responsible for updating the PVC display board and case once each semester.
 - Up-to-date meeting times shall be included in the case.
 - Shall maintain the PVC office in appearance and functionality.
 - Shall maintain records of the club.
 - This shall include compiling a "Year in Review" newsletter for the club.
 - Shall post and retain minutes and agendas on the club website.
 - Pictorial records shall also be kept, including photos, slides, and/or video of any club activities.
 - Shall be responsible for maintaining all Pre-Vet Club social media accounts.
 - All social accounts shall be updated for events, fundraisers, and main meetings.
 - Account information can be made available to members of the Executive Council upon request.

Section 8: General Club Representative

- a. Duties:



- Shall represent the general club population at the executive meetings and in executive decision making.
 - Shall coordinate the awards committee and the annual club banquet.
 - If both representatives are eligible for the scholarship, an independent third party from the executive team will hold the meeting. This meeting is open to all active members.
 - An advisor shall be present at the deliberation of the scholarship and award meeting.
 - Must have a minimum of one club activity per semester and organize social events throughout the year.
 - Shall preside over club scholarship programs.
- b. Scholarships:
- Pre-Vet Club Endowment Scholarship*
- Person with 30 credits or higher, with a cumulative GPA of 3.0/4.0, who has shown leadership within the club is eligible for this scholarship.
 - This award is a 1-year award that is renewable annually, with a re-application for the award.
 - A committee of non-applying Executive Council members, advisors, and potential recipients will choose a recipient at the last Executive Council meeting before the Spring Banquet.
 - Two awards at the amounts of 500 dollars will be awarded in the Spring at the PVC Banquet held annually.
- Iowa State University Pre-Veterinary Club Scholarship – ISU Foundation*
- Person with minimum cumulative GPA of 3.0 and is a sophomore or above is eligible for this scholarship.
 - This award is a 1-year award that is renewable annually, with a re-application for the award.
 - Person is selected based on demonstrated leadership as evidenced by activities such as participation in the APVMA, Extracurricular activities, community organizations.
 - A committee of non-applying Executive Council members, advisors, and general club members shall meet at the discretion of the General Club Representative to choose award winners.
 - Two awards at the amounts of 500 dollars will be awarded in the Spring at the PVC Banquet held annually. The amount may vary year to year based on earnings, according to the Office of Financial Aid.
- Vet School Scholarship*
- Persons who have been accepted to a veterinary school are eligible for this award.
 - This is a one-time award that is non-renewable.
 - A committee of non-applying Executive Council members, advisors, and general club members shall meet at the discretion of the General Club Representative to choose award winners.
 - Two awards of the amount of 500 dollars each will be awarded in the Spring at the PVC Banquet held annually.
 - All funds for the Vet School Scholarship shall be distributed to recipients before the end of the academic year.
- c. Risk Management
- Help minimize potential risks for club activities.
 - Recommend risk management policies or procedures.
 - To submit documentation to ISU's Risk Management Office
 - To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 9: Interest Group Chairs

- a. There will be six (6) chairs elected representing:
1. Equine
 2. Production Animal
 3. Small Animal
 4. Clinical Skills
 5. Zoo/Exotic/Wildlife (ZEW)
 6. Animal Welfare



- b. Duties:
- Shall preside over their corresponding Interest Group Committee.
 - Shall hold a minimum of two (2) interest group activities per semester.
 - Activities include trips, speakers, wet labs, or philanthropy events.
 - All Interest Chairs, especially Animal Welfare IC and Small Animal IC, are encouraged to include 1 Philanthropy event out of their 4 total planned activities each year.
 - Events held off of Iowa State University's campus shall count as 2 activities for that interest group.
 - If an interest group assists in the coordination of an event that is interest group related for the Midwest Symposium or APVMA Symposium, then this event shall count as an activity for that interest group.
 - Shall remain within a budget of \$100 per year which is allocated for activity expenses.
 - Shall take attendance at every event.
 - Shall update the attendance list, provided by the Secretary, within one week of the event.

Section 10: NICU Representative(s)

- a. Eligibility:
- Shall be appointed by the previous year's NICU Representative(s).
 - This position can be either a chair or co-chair position.
 - Position(s) will be held for two consecutive years, unless early resignation is approved by the Executive Council
- b. Duties:
- Shall coordinate NICU schedules with Veterinary Medicine Year IIs.
 - Shall assign and facilitate on-call schedule.

Section 11: Retrieving Freedom Chairperson(s)

- a. Eligibility:
- Shall be appointed by the previous year's Representative(s).
 - This position will be held by two co-chairs.
 - Position(s) will be held for two consecutive years, unless early resignation is approved by the Executive Council.
- b. Duties:
- Sending one check each semester.
 - Organize two fundraising events per semester.
 - Collect cans monthly from a recycle box in Kildee.
 - Coordinate one event per school year with a Retrieving Freedom Representative to talk to the club about the organization.
 - Shall remain within a budget of \$100 per year which is allocated for activity expenses.

Section 12: Midwest Symposium Chairperson(s)

- a. Eligibility:
- Shall be appointed by the previous year's Representative(s).
 - This position can be either a chair or co-chair position. In unique situations, tri-chairs may be necessary.
 - Position(s) will be held for two consecutive years, unless early resignation is approved by the Executive Council.
- b. Duties:
- Organize a committee to assist in the planning and running of the Midwest Symposium. The symposium will take place in the fall of every even numbered year.
 - Shall remain within a budget of \$1000 for event which is allocated for symposium expenses.

Section 13: APVMA Symposium Chairperson(s)

- a. Eligibility:



- Shall be appointed by the previous year's Representative.
 - This position can be either a chair or co-chair position.
 - In the event of hosting the National APVMA Symposium, a third co-chair will either be elected or continue from the previous year.
 - Position(s) will be held for two consecutive years, unless early resignation is approved by the Executive Council.
 - Shall actively seek to submit national dues to the American Pre-Veterinary Medical Association annually.
 - Shall serve as the active name on the club's P-Card.
 - Shall fundraise all expenses before the date of the symposium with the help of those who desire to go on the trip.
 - Chairpersons must attend the Symposium unless approved by President.
- b. Duties:
- Organize a committee to plan the annual trip to APVMA. This position also should decide whether the trip will be feasible financially.
 - Acquire funds through scholarship and sponsorship, including student body government.
 - Offer ample fundraising opportunities for members to offset the cost of the trip.
 - Require those going on the trip to pay up to the full cost of their portion of trip expenses.
 - Present a budget to interested members prior to the time of registration a. Budget shall include the maximum cost of the trip, so members can effectively plan to finance their trip expenses.
 - Present the information about the symposium to the club before the last meeting of the fall semester.
 - Actively encourage members to attend the symposium.
 - Responsible for supervising club attendees while on the trip and ensuring that the members are acting in a manner that positively represents the club as well as Iowa State University.
 - Organize trip details including (but not limited to) lodging, food, transportation, and risk management.
 - Must book an appropriate number of symposium recommended hotel rooms when registering for the trip, cancelling extra rooms as necessary.

Section 14: Paws for a Cause Chairperson(s)

- a. Eligibility:
- Shall be appointed by the previous year's chairperson(s).
 - Position will be held for two consecutive years if freshman through junior, or the person is appointed for only one year if a senior.
- b. Duties:
- Shall communicate with the founder of Paws for a Cause organization, to organize events.
 - Shall coordinate a minimum of one yearly fundraising event where all proceeds go to the Paws for a Cause Organization

Article X – Elections

Section 1: Annual Elections

- a. Regulations
- Annual elections shall occur at the second to last meeting(s) of the spring semester (usually held in March), and will always be by the end of April.
 - APVMA, Paws for a Cause, Midwest Symposium, NICU, Treasurer and Retrieving Freedom shall be completed by interview by the previous chair holder during the same election timeframe.
 - At least one business meeting before holding elections, the election date(s) and positions shall be announced.
 - In order for elections to be conducted a quorum (defined in *Article XIV*) must be present.

Section 2: Electoral Proceedings

- a. All interested candidates must meet eligibility requirements as stated in *Article VII*, Section 2, including any special eligibility requirements noted.
- b. All interested candidates shall have the opportunity to submit a nomination questionnaire for club distribution at least one week prior to the election.



- c. In addition to pre-meeting nominations, eligible candidates shall be allowed to run for positions from the floor.
- d. Presidential and Vice-Presidential positions shall be dealt with as such:
 - If a candidate is not voted into the position they ran for, they are eligible to slide one time and run for one additional position on the executive team.
- e. All eligible nominees per positions will be asked to leave the meeting room.
- f. One candidate at a time shall be given the option to address the club for no more than two (2) minutes. Any candidate that has slid to run for another position will be allowed a maximum of one (1) minute to speak.
- g. Following address, the floor will be opened up for a maximum of three relevant and fair questions directed to the candidate(s).
- h. Upon cessation of any questions, the candidate will be asked to leave the meeting room again.
- i. After candidate has left, the floor will open for a positive and/or negative comment period with a maximum of two comments said for each candidate.
- j. At the end of the comment period, points *e.* through *h.* of this section be repeated for each eligible nominee for said position.
- k. When all eligible nominees for said position have left the meeting room, a general comment period and one additional comment may be made for each candidate.
- l. At completion of general discussion for said position shall be held according to *Article III* through *Article VI*.
- m. At completion of voting, nominees for said position will be asked to reenter the meeting room.
- n. After results of a position are announced, any non-winning eligible candidate shall have the opportunity to run for no more than one additional executive position that has not yet been voted on, this may include all executive positions on the agenda.
- o. The elections for each position shall follow the proceedings in *Article X, Section 2*.
- p. Elections shall conclude when the last elected position has been announced.

Section 3: Voting Procedures

- a. Only active members shall be allowed to cast votes.
- b. Voting shall be performed by secret ballot.
 - Voting can be conducted electronically or through paper ballot.
- c. President shall appoint executive council members to assist in elections.
- d. Advisors shall oversee vote counting.
- e. Positions shall be decided by a simple majority vote.
- f. In the event of a tie, the president shall cast a tie-breaking vote.
- g. The current president shall announce the newly elected officers to the club as soon as results are available.

Section 4: Special elections

- a. Special elections shall be held for any officer vacancies and/or new position openings other than those elected during annual elections.
- b. Special elections shall occur at next business meeting following vacancy or opening.
- c. Nominations and elections shall occur during said meeting.
- d. Election process shall occur in accordance with Section 2 (disregarding Point b, Section 2) and Section 3.

Section 5: Committee Electoral Proceedings

- a. APVMA, Paws for a Cause, Midwest Symposium, NICU, Treasurer and Retrieving Freedom shall be completed by interview by the previous chair holder.
- b. Committee chairs or co-chairs will be selected at the committee's discretion, if they are not elected or appointed positions.
 - Selections of committee co-chairs will be through application and interview.
- c. Interviews must consist of at least one other executive member that is not on the committee.

Article XI – Advisors

Section 1: Advisor Duties:

- a. Maintain communication and meet with officers regularly.
- b. Maintain awareness and approval of financial expenditures.



- c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection:

- a. Shall be at least one faculty member of the College of Veterinary Medicine, one faculty/ staff member from Iowa State University and one additional faculty/staff member selected at the executive team's digression.
- b. Shall be selected by the Executive Council.
 - Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
 - Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- c. Replacement of Advisor: Shall be selected by the Executive Council
 - In the event an Advisor must be replaced, the method of selection shall be the same described in part b.

Section 3: Terms of Service

Year-to-year basis. At the end of each academic year, the executive team will ask the advisor if they wish to return and serve another year as advisor.

Section 4: Loss of an Advisor:

In the event of an advisor's resignation, it shall be up to the Executive Council to appoint and approve a suitable replacement. A representative must then be selected from the Council to approach the faculty member and inform him or her about the position. If the faculty member accepts, the club will be notified at the next general meeting.

Article XII – Finances

Section 1: Dues

- a. Dues shall be decided by the executive council at the first executive meeting of each school year.
 - Dues shall be \$25.00 per year or \$15.00 per semester.
 - Dues shall be \$10.00 per year for all Executive Council members.
 - Only dues paying members shall be included on the list serve. The treasurer will handle any late dues and inform the secretary to update the list serv accordingly.
- b. Fall Semester dues.
 - Annual or semester dues need to be paid by 5pm the day after the second meeting of the semester.
- c. Spring Semester dues.
 - Dues need to be paid by 5pm the day after the second meeting of the semester.

Section 2: Financial Affairs

- a. 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).
- b. All funds must be deposited within 48 hours after collection.
- c. The Adviser to this organization must approve and sign each expenditure before payment.
- d. All requests for funding must be approved by treasurer at Executive Council Meeting prior to date funds are needed.

Section 4: Additional Funding Request

Additional funding requested by club members, committees, or executive team over \$50.00 must be presented to and approved by a majority when a quorum is present at the executive council meeting.

Section 3: Interest Groups

All interest group chairs will be allotted \$100 per year to fund and supply materials for events. No more than the above sum will be distributed to the interest group chairs at the beginning of each year. (All other/additional funding over \$50.00 shall be approved by the president or the treasurer.)

Article XIII – Amendments and Ratifications

- a. The Pre-Veterinary Club constitution and by-laws shall be reviewed and amended as necessary.
- b. Amendments must be presented at the constitution revision meeting where it will be approved by three-fourths majority vote of members present.



- c. Amendments must be approved by a three-fourths majority vote of active members present at a general club meeting.
- d. All revisions must be approved within that semester.
- e. Upon any revisions, the approval date of the constitution and/or the by-laws will be updated.
- f. Amended or ratified constitution should be submitted within 10 days to Student Engagement for approval.
- g. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor. Notification of these changes must be communicated at the next full organizational meeting.

Administrative By-Laws
For the
Iowa State University Pre-Veterinary Club
Last change accepted March 23rd, 2017

Article XIV – Quorum

A quorum shall be defined as one-third (1/3) of active members.



SIGNATURES

Signatures for this constitution below represent the members who understood their obligations to the Iowa State Pre-Veterinary Club and have virtually signed their name.

Signed: September 1st 2025

- *President: Casey Gannon*
- *Vice President: Anna Conjerti*
- *Treasurer: Wyatt Hilkin, Mayci Rasmus*
- *Secretary: Alyssa Neddermeyer*
- *Agriculture & Life Sciences Student Council Representative: Audrey Snider*
- *Public Relations Chairperson: Sarah Tapken*
- *General Club Representative: Adelyn Koch*
- *Production Animal Interest Chair: Harper Kirsch*
- *Small Animal Interest Chair: Grace Knodle*
- *Equine Interest Chair: Scout Schmelzer*
- *ZEW Interest Chair: Jace Straight*
- *Clinical Skills Chair: Julie Bauler*
- *Animal Welfare: Allison Mersman*
- *Neonatal Intensive Care Unit Representative(s): Morgan Becker, Chelsea Lohrenz*
- *Retrieving Freedom Chairpersons: Isabella Budden, Karalyn Buetow*
- *Midwest Symposium Chairpersons: Marilisa Colon, Reagan Belau, Joie Gaustad Marissa Galceran*
- *APVMA Symposium Chairpersons: Wooyoung Choi, Madison Cox*
- *Paws for a Cause Ambassadors: Katerina Casas, Tessa Tauke, McKenzie McAnich*
- *Advisors: Logan Kilburn, LeAnn Anderson*