**Constitution and Administrative By-laws of the**

**Student American Veterinary Medical Association Chapter at Iowa State University**

**Amended Fall 2018**

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**SAVMA Chapter at Iowa State University Constitution**

**Article I Name**

The name of this organization shall be: Student American Veterinary Medical Association Chapter at Iowa State University.

**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 and the University of Nebraska-Lincoln 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*

1. Active members must maintain good standing by attending two required meetings per semester (with the exception of VM4 students who are encouraged but not required to attend meetings), conduct themselves in accordance with the Honor Code of the Student AVMA and CVM, and the code of ethics of the AVMA, and pay yearly dues on time.
2. Active members considered not in good standing shall meet the following requirements for reinstatement as an active member in good standing:
   1. If the member has not paid the annual dues, 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 Iowa State chapter and not with national SAVMA if payment occurs after the close of national SAVMA's fiscal year.
   2. If a member did not attend at least two meetings per semester, then the member MUST submit a formal appeal to the executive SAVMA board for evaluation within one week of being notified. The executive board may choose one of the following options: to forgive the missed meetings, assess a fine of $20 for each missed meeting in excess of one per semester, have the member complete five points of volunteering at SAVMA Chapter at Iowa State University events, or place the member in poor standing. Volunteering points may not count towards another SAVMA related events or programs. All fines, dues, and volunteering must be paid prior to reinstatement of privileges. Members will have one semester to complete their volunteering points. If they fail to complete five points of volunteering within the semester they must pay the $20 fine to stay in good standing. If they are in bad standing from the fall semester, they have until the end of the spring semester to complete volunteering. If they are in bad standing from the spring semester, they have until the end of the fall semester.
3. In order for VM4’s to be considered in good standing, they must pay dues during their 4th year and have maintained membership in good standing for the previous three years.

**Article IV Executive Council Officers**

*Section 1 - Positions*

The officers of the chapter shall consist of a President, President Elect, Immediate Past President, Vice President, Vice President Elect, Secretary, Treasurer, Treasurer Elect, three Faculty Advisors, two VM1 Class Representatives, two VM2 Class Representatives, two VM3 Class Representatives, two VM4 Class Representatives, two ISU SAVMA delegates, two UNL SAVMA delegates, UNL SAVMA liaison, four Iowa Veterinary Medical Association (IVMA) representatives (one from each class), and one International Veterinary Student Association (IVSA) representative.

Elected in the Spring

1. President Elect
2. Secretary
3. Treasurer Elect
4. Junior class representative from each class (VM1-VM4)
5. IVSA representative

Elected in the Fall

1. President Elect
2. Junior class representative from the VM2, VM3, and VM4 classes
3. Junior and Senior class representatives from the VM1 class
4. Vice President Elect
5. ISU and UNL SAVMA Junior Delegate
6. VM1 IVMA representative

*Section 2 - Eligibility*

1. Any candidate for a chapter officer position must be a member in good standing and maintain a 2.5 cumulative GPA for the officer position. The faculty advisors will be notified at the end of every semester students that are academically ineligible by the Office of Academic and Student Affairs. The faculty advisors will then notify that student officer that they will need to step down from their position.
2. Incumbent officers may run for other officer positions or re-run for additional semesters. However, they must be elected according to the requirements listed in this constitution for each officer. The eligibility of each officer is described in the corresponding section for each office. Eligibility refers to the time when a member is in office, not when they are elected.

*Section 3 - Duties*

All officers (with the exception of VM4 Class Representatives) should attend all meetings of the executive committee or notify the President in writing or email at least 24 hours prior to the meeting time.

*Section 4 - Vacancies*

In the event that a position is vacated for any reason, an election shall be held to elect a new member to the office. The President shall assign the duties of the vacant office to other executive officers until the position is filled. The officer position will be elected according to the policies listed in the specific officer eligibility and election sections.

*Section 5 - Removal of Officers Due to Officer Performance*

Any officer is subject to removal from their elected office by not fulfilling the duties of the position as outlined in this document. The following procedure shall be followed: A vote for removal by seventy-five (75) percent or more of the executive members shall remove that officer from their position.

*Section 6 - Removal of Officers Due to Academic Performance*

Any officer is subject to removal from their elected office by not maintaining a 2.5 cumulative GPA. At the conclusion of each semester the Dean of Academic Affairs shall report any officer with a cumulative GPA below 2.5 to the Faculty Advisors who will then notify the student officer that they have to step down from office. The position will be filled according to Article IV Section 4.

**Article V President**

*Section 1 - Eligibility*

Shall have served the previous academic semester as President Elect.

*Section 2 - Election*

The President Elect automatically assumes the office of President at the conclusion of the current President's semester.

*Section 3 - Tenure*

The President serving the fall semester shall serve during both the summer and fall semesters. The President serving during the spring semester shall serve the spring semester.

*Section 4 - Duties*

1. The President shall be the chief executive officer of the chapter.
2. The President shall organize all the general and executive council meetings.
3. The President shall appoint all regular and special committees not otherwise provided for, and shall promptly fill vacancies.
4. The President shall serve as chairperson of the Student Leadership Association (SLA) meetings.
5. The President will vote only in the case of a tie, at which time he/she will cast a deciding ballot.
6. The President shall be an ex-officio member of all committees.
7. The President shall schedule a meeting between the Dean of the College of Veterinary Medicine, members of the Executive Team, and students at least twice per semester to discuss concerns between students and the Administration of the College.
8. The President shall be a member of the Finance Committee, Dean’s Budget Advisory Committee, and the Student Faculty Relations Committee.
9. The fall President shall be in charge of VM1 orientation activities.
10. The President shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
11. The President shall perform other such duties as their office requires.

*Section 5 - Funding*

Presidents shall receive funding from the SAVMA to pay for travel to and from SAVMA Symposium and AVMA Convention. The officer must refund SAVMA if they do not attend the convention unless the executive council votes (simple majority) in favor of SAVMA covering the travel expenses.

**Article XIII President Elect**

*Section 1 - Eligibility*

Shall be a member of the VM2 Class for spring semester or a member of the VM3 Class for summer and fall semester.

*Section 2 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated from the floor at a chapter meeting prior to the last chapter meeting of the academic semester or via email to the current President Elect.
4. All candidates must give a speech before the SAVMA members (usually at the last general SAVMA meeting) vote.

*Section 3 - Tenure*

The spring President Elect shall serve for one academic semester before they become the fall president and the fall President Elect shall serve for the summer and fall academic semesters before they become the spring President.

*Section 4 - Duties*

1. Shall be a member of the Finance Committee, Student Faculty Relations Committee, and Dean’s Budget Advisory Committee.
2. Shall familiarize themselves with the executive duties of the President of the chapter and assist them in these duties.
3. Shall serve on the Student Leader Association as the secretary.
4. Shall oversee electoral proceedings of the chapter and the voting for the SAVMA Teaching Awards.
5. Shall provide a record of their duties and responsibilities to their successor in the form of SOP’s.
6. The President Elect shall perform other such duties as their office requires and assist the President.

*Section 5 - Succession to Office*

Shall automatically assume the office of President at the conclusion of the incumbent President's semester of office.

*Section 6 - Funding*

President Elect shall receive funding from the SAVMA to pay for travel to and from SAVMA Symposium and the AVMA Convention. The officer must refund SAVMA if they do not attend the convention unless the executive council votes (simple majority) in favor of SAVMA covering the travel expenses.

**Article XIII Immediate Past President**

*Section 1 - Election*

The President automatically assumes the office of Immediate Past President at the conclusion of the President's semester of office.

*Section 2 - Tenure*

The Immediate Past President shall serve for one academic semester.

*Section 3 - Duties*

1. Shall be a member of the Executive Council, Finance Committee, Student Faculty Committee, and Dean’s Budget Advisory Committee.
2. Shall assist the President and President Elect with their duties.
3. Shall provide a record of their duties and responsibilities to their successor in the form of SOP’s.
4. The Immediate Past President shall perform other such duties as their office requires and assist the President.

**Article VI Vice President**

*Section 1 - Eligibility*

Shall be a member of the VM3 Class.

*Section 2 - Election*

The Vice President Elect automatically assumes the office of Vice President at the termination of the current Vice President's semester of office.

*Section 3 - Tenure*

The Vice President shall serve for three academic semesters (summer, fall, and spring).

*Section 4 - Duties*

1. Shall serve as a member of the Executive Council and Symposium committees.
2. Shall preside at all meetings of the Executive Council and general meetings in the absence of the President.
3. Shall oversee the fundraising of the chapter, Hills Food Program, and the point system for the SAVMA Travel Grant (STG).
4. Shall provide a record of their duties and responsibilities to their successor.
5. Shall attend VLE if either the President or Junior Delegate cannot attend.
6. The Vice President shall perform other such duties as their office requires.

**Article VII Vice President Elect**

*Section 1 - Eligibility*

Shall be a member of the VM2 Class.

*Section 2 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated by the from the floor at the chapter meeting preceding the last chapter meeting of the first academic semester or via email to the current President Elect.

*Section 3 - Tenure*

The Vice President Elect shall serve for one academic semester in the spring then become Vice president starting the summer semester.

*Section 4 - Duties*

1. Shall serve as a member of the Executive Council.
2. Shall familiarize themselves with the duties of the Vice President and help them execute these duties.
3. Shall provide a record of their duties and responsibilities to their successor in the form of SOP’s.
4. The Vice President Elect shall perform other such duties as their office requires and assist the Vice President.

*Section 4 - Funding*

The Vice President Elect shall receive funding from the SAVMA to pay for travel to and from SAVMA Symposium. The officer must refund SAVMA if they do not attend the convention unless the executive council votes (simple majority) in favor of SAVMA covering the travel expenses.

*Section 5 - Succession to Office*

Shall automatically assume the office of Vice President at the conclusion of the current Vice President’s semester of office.

**Article VIII Secretary**

*Section 1 - Eligibility*

Can be a member of any veterinary medical class.

*Section 2 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the academic semester or by email to the current President Elect.

*Section 3 - Tenure*

The Secretary shall serve three academic semesters (summer, fall, and spring) and begin their tenure in the summer.

*Section 4 - Duties*

1. The Secretary shall keep, in a book or electronic word document, the minutes of every executive meetings.
2. Shall maintain the executive committee listserv.
3. Shall keep a record of the all the current SAVMA members and whether they are in good standing.
4. Shall notify members at the end of each semester if they are not in good standing and organize appeals from members to be reinstated as in good standing (see Article III)
5. Shall record attendance at each SAVMA general meeting.
6. Shall organize and orchestrate the yearly SAVMA Flu Shot Clinic during the fall semester of each year.
7. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
8. The Secretary shall perform other such duties as their office requires.

**Article X Treasurer**

*Section 1 - Eligibility*

Shall be a member of any veterinary medicine class.

*Section 2 - Election*

The Treasurer Elect will automatically assume the office of Treasurer at the conclusion of the current Treasurer's semester of office.

*Section 3 - Tenure*

The Treasurer shall serve for three academic semesters (summer, fall, and spring) starting the spring semester after they have served the fall semester as treasurer elect.

*Section 4 - Duties*

1. As sole custodian of its resources, he/she shall receive all money of the chapter, from whatever source obtained.
2. Shall place all moneys in accounts established at Campus Organizations, 305 Beardshear Hall, Iowa State University.
3. Shall maintain financial records of the chapter.
4. Shall make such disbursements as the chapter shall direct.
5. Shall balance the accounts and submit them to at Campus Organizations, 305 Beardshear Hall, Iowa State University.
6. Shall turn over all funds, property, and records to their successor.
7. Shall present a financial report to the Executive Council at least twice a semester.
8. Shall make and follow a budget for the chapter funds.
9. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s)**.**
10. The Treasurer shall perform other such duties as their 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 be paid to the treasurer within four weeks of the beginning of the semester.

**Article XI Treasurer Elect**

*Section 1 - Eligibility*

Shall be a member of any veterinary medicine class.

*Section 2 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the second academic semester or via email to the current President Elect.

*Section 3 - Tenure*

The Treasurer Elect shall serve for one academic semester in the fall.

*Section 4 - Duties*

1. Shall become familiar with the duties of the Treasurer.
2. Shall provide a record of their duties and responsibilities to their successor.
3. Shall organize and lead the Franks and Apples fundraiser during the fall semester of each year.
4. The Treasurer Elect shall perform other such duties as their office requires.

*Section 5 - Succession to Office*

Shall automatically assume the office of Treasurer at the conclusion of the incumbent Treasurer’s semester of office.

**Article XIV. ISU 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*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated from the floor at an executive meeting or via email to the President Elect.

*Section 3 - Tenure*

Advisors shall serve for four academic years. They may serve additional semesters but must be re-elected. The semesters shall be overlapping.

*Section 4 - Duties*

1. Shall serve as the advisor to the chapter
2. Shall be a member of the Finance Committee.
3. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
4. Shall perform other such duties as their office and requires.

**Article XVI. Class Representatives**

*Section 1 - Eligibility*

Shall be from the veterinary medical class that they will represent.

*Section 2 - Election*

1. Shall be elected by a simple majority of votes cast.
2. Shall be elected only by members of the class they represent.
3. Shall be elected by written or electronic ballot.

*Section 3 - Tenure*

1. The Class Representatives shall serve for two academic semesters. The first semester they will be the Junior Representative and the second semester they will be the Senior Representative.
2. There will be one Junior Representative and one Senior Representative from each class.
3. The Junior Representative will succeed the Senior Representative.

*Section 4 - Duties*

1. Shall be members of the Executive Council
2. Shall be members of the Student Faculty Relations Committee where they will bring to the attention of the faculty, problems which students feel the faculty should act upon. They will also make recommendations from the students to the Academic Standards Committee. The Class Representatives shall make a report to their class at least once a semester on completed agenda items.
3. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
4. The Class Representatives shall perform other such duties as their office and/or class requires.

**Article XVI. International Veterinary Student Association (IVSA) Representative**

*Section 1 - Eligibility*

Shall be a member of any veterinary medicine class.

*Section 2 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of votes cast.
3. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the second academic semester or via email to the current President Elect.

*Section 3 - Tenure*

The IVSA Representative shall serve for two academic semesters.

*Section 4 - Duties*

1. Shall be members of the Executive Council
2. Shall be members of the Student Faculty Relations Committee.
3. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
4. The Class Representatives shall perform other such duties as their office and/or class requires.

**Article XVII. Iowa State University and University of Nebraska-Lincoln SAVMA Delegates**

*Section 1 - Purpose*

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

*Section 2 - Eligibility*

Shall be a member of the VM1, VM2, or VM3 classes.

*Section 3 - Election*

1. Shall be elected by written or electronic ballot.
2. Shall be elected by a simple majority of the votes cast from the respective CVM student body.
3. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the semester or via email to the current President Elect.
4. There will be a Junior and Senior Delegate from Iowa State University and a Junior and Senior Delegate from the University of Nebraska-Lincoln.

*Section 4 - Tenure*

1. Shall serve for six academic semesters starting the spring of their VM1 year through the fall of their VM3 year.
2. The Junior Delegate will serve the spring of their VM1 year through the fall of their VM2 year and then they will automatically become the Senior Delegate.
3. The Senior Delegate will serve the spring of their VM2 through the fall of their VM3 year.

*Section 5 - Duties*

1. Shall attend all meetings of the SAVMA House of Delegates.
2. Keep all SAVMA National information well organized and available to students and administration of the college. The ISU SAVMA Senior Delegate will be responsible for the ‘Toilet Paper’, including relevant information in the SAVMA Scoop, and informing students prior to House of Delegate meetings topics that will be voted on.
3. Help direct the delegate selection process in the Chapter and instruct the new delegate about SAVMA activities.
4. Shall serve as the chairpersons of the Symposium Committee.
5. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP’s).
6. The ISU SAVMA Delegates shall perform other such duties as their office requires.

*Section 6 - Funding*

Delegates shall receive funding from the SAVMA to pay for travel to and from SAVMA Symposium and the AVMA Convention. The officer must refund SAVMA if they do not attend the convention unless the executive council votes (simple majority) in favor of SAVMA covering the travel expenses.

**Article XVIII. University of Nebraska-Lincoln Representative**

*Section 1 - Purpose*

To serve as a conduit between the ISU and UNL student bodies.

*Section 2 - Eligibility*

Shall be a UNL SAVMA member in their VM3 year,

*Section 3 - Election*

Shall be the prior Senior Delegate for the University of Nebraska-Lincoln.

*Section 4 - Tenure*

Shall serve for two academic semesters (fall and spring).

*Section 5 - Duties*

1. Shall be responsible for helping to make SAVMA programs and activities successful at the UNL campus.
2. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP).
3. The ISU-UNL /SAVMA Liaison shall perform other such duties as their office requires.

**Article XVIX Iowa and Nebraska Veterinary Medical Association (IVMA and NVMA) Delegates**

*Section 1 - Purpose*

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

*Section 2 - Eligibility*

Shall be from any veterinary medical class.

*Section 3 - Election*

1. The VM1 elect will be selected by the VM1 class during the fall semester.
2. The VM1 representative shall be nominated from the floor at the first class meeting of the fall semester, or via email to the coordinating body of the first class meeting.
3. The VM2 representative will be elected by all classes at the end of the spring semester.
4. Shall be elected by a simple majority of the votes cast.
5. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the semester or via email to the current President Elect.

*Section 4 - Tenure*

The VM1 representative will serve the fall and spring semester of their first year of school. The student elected for the VM2 position will continue to represent their class for the remainder of their schooling, starting in the fall of their 2nd year and continuing through the spring of their VM4 year.

*Section 5 - Duties*

1. Shall attend all meetings of the IVMA or NVMA Executive Councils.
2. Keep all IVMA or NVMA information well organized and available to students.
3. Help direct the delegate selection process in the chapter and instruct the new delegate about IVMA or NVMA activities.
4. Make periodic reports to the chapter of IVMA or NVMA activities.
5. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP).
6. The IVMA or NVMA Delegates shall perform other such duties as their office requires.

**Article XXV Financial Policy**

*Section 1 - Receipts*

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

*Section 3 - Disbursements*

1. All disbursements exceeding $500 for which there is not provision in the budget, shall require a simple majority vote of the members present at any regular or special meeting.
2. Disbursements, emergency or otherwise, not exceeding $500 for which there is no provision in the budget, may be authorized by the Finance Committee.
3. The President, Treasurer, and Faculty Advisor shall have the power to disburse funds 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 XXVII Relations with the American Veterinary Medical Association (AVMA) and Student American Veterinary Medical Association (SAVMA)**

*Section 1 - Charter*

The chapter shall operate under an official charter granted by the Student 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 XXVIII 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 XXX Meetings**

*Section 1 - Purpose*

*To expose students to veterinary topics that are not addressed in the current curriculum.*

*Section 2 - Frequency*

A minimum of three meetings of the chapter are required each term.

*Section 3 - Scheduling*

1. The President shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this article.
2. Special meetings may be called at any time by the Executive Council. Special meetings shall be advertised at least seven days in advance.
3. Notice of all regular meetings shall be posted at least seven days in advance.

*Section 3 - Member Attendance*

Members are required to attend at least two meetings per semester. They must attend the entire duration of the meeting to receive credit for attendance.

**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 SAVMA Chapter at Iowa State University shall be an integral part of this constitution.

*Section 3 - The Iowa State University Veterinarian Code*

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

*Section 4 - By-laws of the Constitution*

By-laws to the Constitution of the SAVMA Chapter at Iowa State University shall be an integral part of the constitution.

*Section 5 - Iowa State University Rules and Regulations*

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

*Section 6 - 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*

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

Council for approval by a simple majority vote of those present.

1. Proposed amendments approved by the Executive Council shall be made available for all members to view for seven consecutive days before being presented for voting before the executive council. Class representatives shall notify their respective classes at the time the proposed amendment is posted.
2. 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.
3. Amendments to the constitution shall be approved by seventy-five percent of affirmative vote of the members of the executive council.
4. Amendments duly approved by the Student Chapter shall be presented to SAVMA and the American Veterinary Medical Association for approval.
5. Amendments shall become an integral part of this constitution upon receipt of approval by SAVMA and the American Veterinary Medical Association.

*Section 2 - Amendments to the By-laws*

1. Proposed amendments to the By-laws shall be presented by written resolution to the Executive Council for preliminary consideration.
2. Proposed amendments shall be made available to members 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.
3. Proposed amendments shall require a simple majority vote of the members present at the executive meeting for approval.

**SAVMA By-Laws**

**Article I Dues**

*Section 1*

Dues shall be established each fall by National SAVMA and shall be presented with the budget for the upcoming year for acceptance by the chapter at the first fall semester business meeting.

*Section 2*

The annual dues are payable on or before October 15th, or whatever date is deemed necessary by the National SAVMA 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 Reports**

*Section 1 - Officers*

Officers shall submit a written report (electronic or hard copy) at the termination of their semester of office to the incoming president to be field in the SAVMA office or shared google document folder.

*Section 2 - Committees*

All committees shall submit their reports in writing (electronic or hard copy) at the end of each term to the incoming president to be field in the SAVMA office or shared google document folder.

**Article IV Financial Committee**

*Section 1 - Purpose*

Shall supervise the receipt, expenditure, and budget of the chapter funds.

*Section 2 - Members*

Shall consist of the Treasurer, Treasurer Elect, President, President Elect, Immediate Past President, both Faculty Advisors, Vice President, and Vice President Elect. The chairperson shall be the treasurer.

*Section 3 - Meetings*

Shall meet at least twice a semester. These meetings shall be organized and led by the Treasurer.

**Article V Recreation and Stress Relief (RSR)**

*Section 1 - Purpose*

RSR plans and executes social and recreational activities for the ISU-CVM student body, faculty, and staff. These activities are designed to promote healthy living and reduce stress. RSR helps SAVMA fulfill part of its student well-being goal by engaging in physical and social activities.

*Section 2 - Support*

SAVMA helps to make members aware of RSR events and activities and encourages participation. RSR may be considered annually for SAVMA funding pending monetary needs and available funds. RSR will maintain its own university account and will provide a budget report to SAVMA each year.

For more information, see the RSR Constitution.

*Section 3 - Committee Chair*

The committee chair shall be a SAVMA member and is elected by the RSR members. They must attend at least one executive meeting per semester but are encouraged to attend more to update and provide input to SAVMA business.

**Article VI Revolution Wellness Committee (RW)**

*Section 1 - Title*

The committee will be known as “Revolution Wellness”, and also by the abbreviation “RW”.

*Section 2 - Purpose*

Revolution Wellness committee is a student-led coalition dedicated to the promotion of social & emotional intelligence within the Iowa State University veterinary community.

*Section 3 - Mission*

Revolution Wellness is dedicated to the promotion of social & emotional intelligence within the ISU veterinary community. Together, we hope to inspire others by embracing vulnerability, imperfection, and self-awareness.

*Section 4 – Membership*

Revolution wellness will consist of students, faculty, and staff, studying, researching, and working at the CVM campus.

*Section 5 - Elections*

1. New student committee members will be chosen from those volunteers who display exceptional enthusiasm in joining the RW Committee. The specific method of application and selection will be determined by the current RW committee.
2. All representatives, except under extenuating circumstances, will serve in their role for at least (2) full consecutive academic semesters. After (2) academic semesters, they can choose to be retained to continue representing their respective year within the veterinary program, or to step down.
3. Faculty Advisors, if desired, are to be appointed by the RW committee. The advisor chosen will be approached by a representative of the RW executive committee for acceptance of the position. Informally, the on campus counselor will be requested to act as the liaison between RW and the ISU CVM community at large.
4. At the beginning of the fall academic semester (2) VM1s and any open representative positions will be filled.

*Section 6 - Organization*

1. The RW Committee Chairperson will come from a nominee of the VM1, VM2, or VM3 representatives. This will be a volunteer position. (A run-off may be instituted at the discretion of the presiding executive committee, the need for which is to be determined by simple majority of votes cast.) This position will be for (2) academic semesters starting in the first academic semester. The new chairperson will be determined at the last meeting of the second academic semester.
2. The Chairperson's duties include:
   1. Organizing, scheduling and mediating of RW Executive Meetings.
   2. Representation at SAVMA Executive Meetings as a nonvoting member to make announcements at student meetings.
   3. Delegation of program organization to the other committee members.
3. The RW executive committee treasurer will be a volunteer from the executive committee members of the VM1's or VM2. (A run-off may be instituted at the discretion of the presiding executive committee, the need for which is to be determined by simple majority of votes cast.) This position will be for (2) academic semesters starting at the end of the spring semester. The new treasurer will be determined at the last meeting of the spring semester. The Secretary-Treasurer's duties include:
   1. Maintaining a budget of RW program costs.
   2. Reporting to RW and/or SAVMA in regards to the finances.
4. The RW executive committee secretary will be a volunteer from the executive committee members of the VM1's or VM2. (A run-off may be instituted at the discretion of the presiding executive committee, the need for which is to be determined by simple majority of votes cast.) This position will be for (2) academic semesters starting at the end of the spring semester. The new 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, RW programs, etc. as well as the calendar on the RW corkboard.

*Section 7 - Fundraising & Budget*

RW may be considered annually for SAVMA funding pending monetary needs and available funds. These funds will be used to support the mission and purpose of RW.

*Section 8 - Programs*

RW will act to coordinate metal health and mindfulness-related activities. Students and faculty who wish to lead related activities/workshops will be recruited and the committee will act market, host, and fund the event.

*Section 9 - University Recreation Services*

One to two RW members are strongly encourage to apply and participate in the CHAT organization.

**Article VII SAVMA Bookstore Committee**

*Section 1 - Purpose*

The purpose of SAVMA 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*

1. All general operating policies will be determined by the Bookstore Manager.
2. All student book order forms must be completed and returned with a deposit for the amount determined by the manager, and approved by the Bookstore Faculty Advisors and bookstore employees, 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.
3. 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 Bookstore.

*Section 3 - Bookstore Personnel*

1. All employees must be members in good standing in accordance with the Constitution and By-Laws of SAVMA. Employees shall maintain a cumulative grade point average that meets class standard to remain in good academic standing. 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.
2. The employee with seniority shall serve as the manager.
3. Two new employees from the VM1 Class shall be chosen between August and November of each year. The employees 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, they will be allowed and expected to work up until the end of the VM3 year. The employee can be terminated at the discretion of the manager after two breeches of the Agreement of Employment form.
4. 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.
5. The Bookstore Manager, Assistant Manager, and Bookstore Faculty Advisors reserve the right to release any employee who is not performing the duties as required by their job and as outlined in the Agreement of Employment form.
6. Employees will be evaluated for a raise at the end of their VM1 year and every semester thereafter which will go into effect the first day of classes of the new semester.

*Section 4 – Profits or Losses*

1. SAVMA shall be entitled to and responsible for any profits or losses resulting from the operation of the bookstore.
2. Projected operating expenses and year to date registers as determined by the manager will be submitted to the Bookstore Faculty advisors and Bookstore staff for review not less than once per semester and prior to approval of the General Budget each spring.
3. Profits from the Bookstore shall be entered into the SAVMA Reserve Account not less than once per year. The use of these said profits shall be subject to a simple majority of votes cast in accordance with the Constitution and By-Laws of this organization.
4. A financial report will be given to the SAVMA Executive Council once per year.

**Article VIII SAVMA Symposium Committee**

*Section 1 - Purpose*

1. To oversee the collection and distribution of the Symposium Fund used to defray travel expenses to the SAVMA Symposium.
2. To promote, in the interest of safety, group transportation to the symposium whenever possible.

*Section 2 - Membership*

1. The chairpersons shall be the ISU and UNL SAVMA delegates and the UNL SAVMA Liaisons, Vice President.
2. The treasurer and treasurer-elect shall be a member of the committee.

*Section 3 - Duties of the Committee*

1. 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.
2. To propose a tentative plan for group transportation to the Symposium.
3. Following approval of the Executive Council it shall be the duty of the committee to arrange this transportation and make it available to the SAVMA membership.
4. 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 have obtained enough points each year to 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 4 - SAVMA’S Role in Committee Policy*

The SAVMA 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 simple majority vote of those present.

**Article IX Student Travel Grant (STG)**

*Section 1 - Objective*

To establish a SAVMA Travel Grant (STG) for Iowa State University Veterinary Medicine students who are SAVMA members to defray expenses related to professional meetings, conference travel, and fourth year externships.

*Section 2 - Duties*

The duties of the Vice President shall be to:

1. Maintain the STG Website with current information.
2. Manage monthly applications on the 15th of every month.
3. Help the exec committee promote the award.
4. Communicate with the treasurer to make sure appropriate funds are available for the award.

The duties of the Treasurer shall be to:

1. Transfer **up to** $10,000 from the Hill’s VIP Account into the STG Account using an intramural form.
2. The account balance should be at $10,000, and no more, on May 15 in preparation for the upcoming year’s awards.

*Section 3 - Account*

The source of the funding for the Travel Grants will be allocated as $10,000 from SAVMA’s Hill’s VIP Market account. The availability of disposable funds is contingent upon the success of the Hill’s VIP Market program. This amount will be transferred via an intramural to an ISU CVM account to be managed by the OASA Designee (DeNae Foster).

*Section 4 - Award*

The amount of a SAVMA Travel Grant award shall be $100. Each year, 100 awards will be made available to student applicants, with 50 awards being equally available each semester. Twenty five of the total 100 awards will be made available to VM4s exclusively.

**Article X Hills Pet Food Program**

*Section 1 - Objective*

To acknowledge the contributions that “Hill’s Pet Nutrition VIP Market” 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 - Duties*

The duties of the Vice President shall be to:

1. Maintain feeding program
2. Hire and manage students for food distribution
3. Report to SAVMA executive council as necessary.

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.

*Section 3 - Account*

An Account specifically for the money shall be separate from the SAVMA 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, including the Student Travel Grants.

*Section 4 - 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 XI Donations and Scholarships**

*Section 1 - VM4 Banquet*

Grant to 4th year banquet: automatic $250 every year and if they have 80% of their class as SAVMA members they get additional $250. This donation will happen once a year as long as funds are available. If there are additional funds available the donation can be increased but must pass a vote of 75% or more by the exec team.

*Section 2 - President’s Service Award*

This award will be given to a SAVMA member that has demonstrated immense commitment to the organization and has made a significant impact through their efforts over the year. The recipient will be chosen by the President, President Elect, and Immediate Past President. The amount will be determined by the available funds in the Iowa State University Foundation.

**Article XII Josh Project**

*Section 1 - Purpose*

The Josh Challenge is a competition that allows SAVMA chapters to increase engagement with the public by promoting the human-animal bond as an uplifting tool that the children in the community can use to cope with and overcome the many fears they may experience when in a new situation such as a hospital setting. Any student a part of Iowa State's College of Veterinary Medicine can participate in the Josh Challenge Team and it is a volunteer basis. Students who are a part of the Josh Challenge Team attend meetings, participate in fundraisers to purchase Josh Kits, and help with the distributions of the Josh Kits to children in local hospitals and to children in the community whose parents or family members are deployed in the military. The Josh Challenge Team also conducts a Coloring Book Drive at the College of Veterinary Medicine every spring semester to raise awareness among the student body about the Josh and Friends Project. The coloring books collected are donated to local children’s hospitals. At the end of each calendar year, the Josh Challenge Team who raises the most money will be declared the winner of the Josh Challenge and receive recognition at the next year's SAVMA Symposium.

*Section 2 - Accounts*

The Josh Challenge Team funds that are raised will be kept in the SAVMA account. The SAVMA Treasurer will keep track of the total that the Josh Challenge Team raises. It is through the SAVMA account that the Josh Kits will be purchased.

**Article XIII Graduate and Professional Student Senate (GPSS) Senator Involvement**

*Section 1 - Purpose*

Four GPSS Senators are given the option to attend SAVMA Executive meetings in order to have proper communication of issues between the Veterinary program and Main Campus.

*Section 2 - Duties*

1. GPSS Senators are encouraged but not required to attend SAVMA Executive meetings to rely information from Iowa State main campus to the SAVMA executive council.
2. GPSS Senators are not given voting power within SAVMA Executive proceedings

*Section 3 - Tenure*

College of Veterinary Medicine Senators shall hold four seats in GPSS. Each senator is expected to serve for two years, beginning in their second year and continuing through their third year. Therefore, two seats shall be held by second year veterinary students, and two shall be held by third year veterinary students at any one time.