

The Kansas State University Student Chapter of the American Veterinary
Medical Association
(Veterinary Medicine College Council)

Constitution
(Revised in 2011)

Article I: Name

The name of this organization shall be “The Kansas State University Student Chapter of the American Veterinary Medical Association”, sometimes hereinafter referred to as “Student Chapter.”

Article II: Objectives

Section A. The objectives of this organization shall be:

1. To prepare its members for the social, moral, and ethical obligations of the veterinary profession.
2. To represent Kansas State University veterinary medical students within the veterinary profession.
3. To make available the opportunities offered by the American Veterinary Medical Association (AVMA) to its Student Chapters.
4. To provide an additional opportunity for the members to gain professional knowledge.
5. To act as the College Council for the College of Veterinary Medicine within Kansas State University, so long as eighty percent of students enrolled at Kansas State University College of Veterinary Medicine are members of the Student Chapter.

Article III: Membership

Section A. All students of veterinary medicine who are enrolled in the curriculum for the degree of Doctor of Veterinary Medicine, granted by Kansas State University, shall be eligible for active membership.

Section B. Regularly enrolled students of veterinary medicine shall become members of this organization upon payment of dues prescribed in the Bylaws.

Section C. “Member in Good Standing,” as reported in member lists to the AVMA, shall be considered any member who has paid their dues in full for each year enrolled in the College of Veterinary Medicine.

Article IV. Executive Board

Section A. The governing body of this organization shall be the Executive Board.

Section B. The membership, terms of office, method of selection and filling of vacancies shall be provided in the Bylaws.

Article V. Officers

Section A. The officers shall include President, President-elect, Vice President, Secretary, Immediate-Past Treasurer, Treasurer, Treasurer-elect, Junior and Senior SAVMA Delegates, and any other officers as provided in the Bylaws.

Section B. Each officer shall be chosen as provided in the Bylaws and shall serve until the successors have been elected and installed. The eligibility, tenure, duties, and method of selection shall be prescribed in the Bylaws.

Article VI. Relations with the AVMA

Section A. This organization shall operate under an official charter granted by the American Veterinary Medical Association (AVMA).

Section B. This organization shall be self-governing in all matters not in conflict with the provision of this constitution.

Article VII. Amendments

Section A. Amendments to this constitution shall be presented to the Executive Board for discussion prior to presentation to the Student Chapter.

Section B. An appointed member of the Executive Board shall notify the AVMA of any amendments to this constitution. Such amendments must be approved by the AVMA before they are implemented.

Section C. Amendments to this constitution shall be in writing and shall be presented at a regularly scheduled meeting of the Student Chapter at least two weeks before the meeting at which final action is to be taken.

Section D. This constitution may be amended, altered, or repealed by a vote of not less than two-thirds of the members of the Student Chapter at the meeting.

Bylaws

Article I. Student Chapter

Section A. Regular meetings of the Student Chapter shall be convened at least once a month during the school year. The time and location of the meeting shall be decided by the Vice President.

Section B. Special meetings may be called at any time by the President with the approval of the Executive Board, or by petition to the Executive Board of at least twenty-five members of the Student Chapter.

Section C. The Standing Agenda for meetings of the Student Chapter shall be:

- Call to Order
- Roll Call
- Reading and Approval of Minutes
- Officer Reports
- Committee Reports
- Unfinished Business
- New Business
- Election of Officers
- Program
- Extemporaneous Speaking
- Announcements
- Adjournment

Section D. The President, with the approval of the members present, may modify the standing agenda, except as otherwise provided in the Constitution or these Bylaws, Robert's Rules of Order shall take precedence.

Article II. Officers

Section A. The officers of this Organization shall be President, President elect, Vice President, Secretary, Immediate-Past Treasurer, Treasurer, Treasurer-elect, Junior and Senior SAVMA Delegates, and other members of the Executive Board.

Section B. Candidates for any officer position must have at least a 2.5 cumulative grade point average in the veterinary medicine curriculum and be a member in good standing according to Article III, Section C of the Constitution.

Section C. The officers shall be in the following classes at the time of election:

1. The President, Treasurer, and Fundraising Chair shall be in the Sophomore class.
2. The President-elect, Treasurer-elect, and Fundraising Chair-elect shall be in the Freshman class.
3. The Vice President, Secretary, and other officers shall be of any class.
4. Delegates shall be as described in Article V of the Bylaws.

Section D. During the interval between the meeting at which nominations are made and the date of election, the Executive Board shall determine the eligibility of all nominees for office.

Section E. All officers, except Treasurer and Immediate-Past Treasurer, shall assume duties in the spring after the transition meeting of the year in which they were elected. Treasurer-elect becomes Treasurer at the start of the fiscal year (January 1st) after their election. Treasurer becomes Immediate-Past Treasurer at the end of their fiscal year and holds office until the completion of the spring transition meeting. At that time the elect positions shall assume duties of full office.

Section F. Voting Privileges

1. Officers shall assume voting privileges upon attendance of their second SCAVMA Executive Board Meeting
2. Each officer on the Executive Board shall have one vote with the following exceptions:
 - a. The President will only vote in the case of a split decision.
 - b. Faculty Advisors shall not vote.

Section G. Duties

The President shall:

- Be the Chief Executive Officer of the Student Chapter.
 - Be elected as provided in Article V of the Bylaws.
 - Serve a term of office of one year.
 - Appoint all regular and special committees and shall promptly fill vacancies in the membership of the committees.
 - Serve as Chairperson of the Executive Board.
 - Serve as ex-officio member of all committees with full power to supervise and direct their work.

- Vote at meetings of the Student Chapter only in the case of a tie.
- Act as the voice of the Student Chapter to the faculty, administration, staff, and/or other students when requested or needed.
- Inform and welcome freshman students during orientation to the Student Chapter.
- Amend the Student Chapter entry in the student handbook as needed.
- Attend College Council President's meetings during the fall semester.
- Reserve the room with the Dean's Office for the Executive Board meetings.
- Submit a report for the files of the Student Chapter at the close of their term of office, stating activities, and accomplishments of their office.
- Submit the annual Student Government Association Organization Registration Form to the SGA in the spring of each year.
- Assist the SCAVMA Executive Board at monthly meetings.

The President-elect shall:

- Be elected as provided in Article V in the Bylaws.
- Serve a term of office of one year.
- Attend the College Council President's meetings during the spring semester.
- Counsel with the President on duties of the position of President.
- Perform other functions as requested by the President.
- Attend KVMA meetings and provide an oral report to the Executive Board at the next executive meeting.
- Assist the SCAVMA Executive Board at monthly meetings.

The Vice President shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Preside at all meetings of the Student Chapter and the Executive Board in the absence of the President.
- Aid and assist the other officers of the Student Chapter in every way possible.
- Schedule and organize speakers or entertainment for the meetings of the Student Chapter, and reserve the room.

- Schedule pharmaceutical, pet food, and any other companies contacting the Student Chapter about presentations to non-conflicting dates and times at the President's discretion. No net financial investment shall be made by the Student Chapter, unless authorized by the Executive Board.
- Provide refreshments and accompanying logistics to be paid for as budgeted by the Student Chapter.
- Prepare and file a brief summary and evaluation of programs presented at meetings of the Student Chapter during their term of office.
- Assist the SCAVMA Executive Board at monthly meetings.

The Secretary shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Attend all meetings of the Student Chapter and of the Executive Board and keep and distribute all Minutes, report correspondence, and keep attendance.
- Supply the AVMA with lists and other information as may be requested from time to time.
- Maintain a permanent file of the business of the Student Chapter.
- Minutes are read at all school meetings only if amended or if it is requested.
- Submit a report of the files of the Student Chapter at the close of their term of office, stating activities and accomplishments during the term of office.
- Send Thank You notes to speakers and all funding sources.
- Provide all new officers with a copy of the constitution and Bylaws, after updating any amendments.
- Assist the SCAVMA Executive Board at monthly meetings.

The Immediate-Past Treasurer shall:

- Serve a term of office as described in Article II, Section E.

- At the end of the fiscal year, submit financial records to a certified accountant for a financial review.
- File IRS Form 990 (Return of Organization Exempt from Income Tax) by the 15th day of the 5th month after the end of the Student Chapter's fiscal year.
- Assist the SCAVMA Executive Board at monthly meetings.

The Treasurer shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year that coincides with the Student Chapter's fiscal year.
- Be the custodian of the financial resources of the Student Chapter and shall receive and hold all monies of the Student Chapter in a depository selected by the Executive Board.
- Keep a careful account of all income expenses and assets of the Student Chapter and make such disbursements as the Student Chapter may direct.
- Attend all meetings of the Student Chapter and Executive Board and report on the financial accounts of the Student Chapter.
- Be responsible for the preparation of the budget no later than two months prior to the beginning of the next fiscal year.
- Access monies provided by SGA funds from the Student Senate Treasurer.
- Make monthly sales tax payments and file monthly reports to the Kansas Department of Revenue.
- Assist the SCAVMA Executive Board at monthly meetings.

The Treasurer-elect shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office as described in Article II, Section E.
- Pick up money after Hill's distributions when the Treasurer is indisposed.
- Be aware of common credits and debits made under the SCAVMA finances.
- Assist the SCAVMA Executive Board at monthly meetings.

The SAVMA Delegates shall:

- Be elected as provided in Article V of the Bylaws.

- Serve a term of office of two years.
- Represent the College of Veterinary Medicine by attending meetings of the SAVMA House of Delegates.
 - a. The Student Chapter, as indicated in that year's budget, shall pay all expenses as related to travel to such meetings.
 - b. Receipts shall be submitted during the school year to the Business office.
- Maintain awareness of SAVMA committee reports, minutes, and other pertinent information for reference and information. This information shall be passed on from the outgoing delegate to the new junior delegate.
- Be responsible for the handling of AVMA student membership and subscriptions.
- Promptly report on SAVMA meetings and activities, and disseminate information directed through the delegates to the appropriate parties.
- Organize student attendance of SAVMA Symposium including housing, transportation, and registration.
- Present to the freshmen at the beginning of the fall semester a preview of Symposium.
- Inform faculty to attempt to minimize scheduling conflicts with SAVMA symposium.
- Assist the SCAVMA Executive Board at monthly meetings.

The Mentoring Chair shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Cultivate activities which provide mentorship opportunities for veterinary students as well as opportunities for veterinary students to act as mentors in the community.
- Assist the SCAVMA Executive Board at monthly meetings.

The Fundraising Chair shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Organize and execute at least one fundraising activity per semester with the help of the Fundraising Chair-elect.
- Assist the SCAVMA Executive Board at monthly meetings.

The Fundraising Chair-elect shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Assist the Fundraising Chair with all his/her duties.
- Assist the SCAVMA Executive Board at monthly meetings.

The Intramural Chair shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Sign up veterinary school sports teams.
- Serve as the liaison between the veterinary school and the recreation center.
- Inform students of schedules and rosters.
- Organize a veterinary school Dodgeball Tournament.
- Communicate with class intramural chairs.
- Assist the SCAVMA Executive Board at monthly meetings.

The Wellness Chair shall:

- Be elected as provided in Article V of the Bylaws.
- Serve a term of office of one year.
- Inform students of opportunities to better their bodies, minds, and overall well-being.
- Assist the SCAVMA Executive Board at monthly meetings.

Article III. Executive Board

Section A. The Executive Board shall consist of the following members:

President, President-elect, Vice President, Secretary, Immediate-Past Treasurer, Treasurer, Treasurer-elect, SAVMA Delegates, Fundraising Chair, Fundraising Chair-elect, Intramural Chair, Wellness Chair, Mentoring Chair, and Faculty Advisors.

Section B. The Executive Board shall:

1. Be the administrative authority and governing board of the Student Chapter.
2. Direct the President to report all actions of the Executive Board to the Student Chapter.
3. Determine eligibility of applicants for membership and judge all charges of misconduct filed against any member.
4. Select the depository of the funds of the Student Chapter.
5. Meet prior to a meeting of the Student Chapter.
6. Present an annual budget to the Student Chapter.

Section C. If a member of the Student Chapter is elected to more than one office, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to act as a voting member.

Section D. If a position on the Executive Board is vacated during a term, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to serve until the completion of the term. This person shall be approved by the SCAVMA Executive Board.

Section E. Resignation, removal, death, and succession of an SCAVMA officer:

1. Resignation of a SCAVMA officer must be submitted to the entire SCAVMA Executive Board in written form. The SCAVMA Executive Board will inform the SCAVMA Advisors and the Student Chapter within 5 working days of receipt of the resignation.
2. Removal of a SCAVMA officer from their elected position must be by a two-thirds majority vote of the SCAVMA Executive Board. This vote cannot occur via electronic means other than phone conference. Parliamentary rules must be strictly enforced for this vote and prior discussion. The SCAVMA Executive Board will inform the Student Chapter within 5 working days of the removal of a SCAVMA Officer. Removal of a SCAVMA officer can occur for the following reasons:
 - a. Failure to perform the duties of the elected office which are outlined in Article II, Section G of the Bylaws.
 - b. Failure to attend at least two consecutive meetings without prior approval by the President and/or Executive Committee. Meetings of the SCAVMA Executive Board may be electronic or in person.
 - c. Failure to attend any of the regularly scheduled SCAVMA Executive Board or All School Meetings.
 - d. Inappropriate representation of SCAVMA and/or KSU as outlined in the college handbook.
3. All proceedings to remove an officer must be presented to the SCAVMA Advisor for review and recommendation prior to a SCAVMA Executive Board vote to remove a SCAVMA Officer. The SCAVMA Advisors must be informed of the

removal of a SCAVMA Officer within 5 working days of the vote to remove said officer.

4. In the case of death of a SCAVMA Executive Board member, the SCAVMA Executive Board and Advisors must be informed within 5 working days of the announcement of the death. The process of succession for the deceased SCAVMA officer as outlined in Article III, Section D of the bylaws.
5. Succession of a vacant SCAVMA Officer position which occurs, for whatever reason, shall be as outlined Article III, Section D of the Bylaws.

Article IV: Faculty Advisors

Section A. Two Faculty Advisors shall be elected to serve a term of two years. The elections shall be staggered such that one new advisor is elected each year. Faculty Advisors shall be selected as needed to fill a vacancy by the Executive Board. The terms of Faculty Advisor shall begin upon election. A decision to remove a Faculty Advisor can be made by a vote so indicating of a majority of the Kansas State University Student Chapter of the AVMA.

Section B. Faculty Advisors shall:

1. Be members of the faculty of the Kansas State University College of Veterinary Medicine.
2. Be active members of the AVMA.
3. Serve as advisors to the Student Chapter as a whole and shall attend six to eight meetings of the Student Chapter and the Executive Board.

Article V. Elections

Section A. The Student Chapter shall elect all officers by secret ballot.

Section B. A majority vote shall be required for election; however, if there is only one nominee for an office, the Student Chapter may instruct the President to cast a unanimous ballot to elect the person to office.

Section C. All officer nominations shall be made prior to the April All School Meeting. Election of all officers shall take place by ballot at the April meeting.

Section D. Freshman delegate nominations shall be made prior to the November meeting. Election of the delegate shall take place by

ballot at the November meeting.

Section E. Only members of the Student Chapter in good standing shall be entitled to vote.

Article VI. Committees

Section A. The President shall appoint the Chairperson of all standing committees, not mentioned in the Bylaws, at the beginning of the school year. If at any time there becomes a vacancy in the office of any Chairperson, the President shall appoint a replacement for the remainder of the term.

Section B. Each Chairperson shall submit a report at meetings of the SCAVMA Executive Board whenever pertinent or appropriate.

Section C. Each Chairperson shall submit a budget to the Treasurer at least two weeks before the budget is to be considered by the SCAVMA Executive Board.

Section D. Ad Hoc Committees shall:

1. Be appointed by the President for a limited duration.
2. Shall be dissolved upon completion of the task.

Article VII. Budget

Section A. The President and Treasurer shall submit a budget to the Executive Board in October for the following fiscal year. The approved budget shall be presented to and voted on by the Student Chapter at the November meeting.

Section B. All assessments, other than dues, that are necessary to meet expenses, shall require a two-thirds affirmative vote of all members present at a regular scheduled meeting of the Student Chapter.

Article VIII. Clubs

Section A. Clubs are groups of Veterinary Medical Students that are meeting together with a common purpose. Each club shall have a written Constitution, Bylaws, a Faculty Advisor, at least five members, and approval by the Executive Board.

Section B. New Clubs must be presented to the SCAVMA Executive Board at a regularly scheduled Executive Board meeting with a club concept, faculty support, and demonstrated student interest. The decision to accept the clubs concept will be at the discretion of the Executive Board. Once a clubs concept is

approved, then they will be placed on a 60 day probationary period. During this probationary period, the group will have to meet all requirements in Article VIII, Section A of the Bylaws and present to the Executive Board information regarding funding sources and future speakers. If the Executive Board is satisfied with the results of the probationary period, then the group will be approved by the Executive Board and recognized as a club.

Section C. Annually by the second SCAVMA Executive Board meeting, all clubs must submit a budget to the Executive Board for approval. In order to obtain funds from the Student Chapter, a club must provide a projected expense report to the Treasurer. At the next meeting of the Executive Board, annual allocations for each club will be determined by the Executive Board.

Section D. Clubs can request up to an additional \$1000 for Continuing Education events, subject to approval by the Executive Board.

Section E. A list of all active members must be provided to the Treasurer for verification before funds are distributed.

Section F. A new club can request funds for the first year without a budget, but the allocation will be determined by the Executive Board.

Section G. All monies shall be distributed by the Treasurer to the Club Treasurers by the second meeting as long as there are sufficient funds to do so.

Section H. Recognized Clubs include the following:

- i. KSU Chapter of the International Veterinary Student Association
- ii. KSU Chapter of the Veterinary Business Management Association
- iii. KSU CVM Camelid Medicine Club
- iv. KSU CVM Canine Club
- v. KSU CVM Exotic Animal Medicine Club
- vi. KSU CVM Public Health Club
- vii. KSU CVM Holistic Club
- viii. KSU CVM Surgery Club
- ix. KSU CVM Theriogenology Club
- x. Student Chapter of the American Animal Hospital Association
- xi. Student Chapter of the American Association of Bovine Practitioners
- xii. Student Chapter of the American Association of Equine Practitioners
- xiii. Student Chapter of the American Association of Feline Practitioners

- xiv. Student Chapter of the American Association of Small Ruminant Practitioners
- xv. Student Chapter of the American Association of Swine Practitioners
- xvi. Student Chapter of the American College of Veterinary Pathologists
- xvii. Student Chapter of the American Veterinary Society of Animal Behaviorists
- xviii. Student Chapter of the Association of Shelter Veterinarians
- xix. Student Chapter of the of the Christian Veterinary Mission Fellowship
- xx. Student Chapter of the Veterinary Emergency and Critical Care Society

Article IX. Bylaws Amendments

Section A. These Bylaws may be amended by a written resolution presented to the Executive Board and the Student Chapter at least one month before final action is taken. A two-thirds vote of both the Executive Board and members of the Student Chapter present shall be required for passage.

Section B. The Secretary shall advise the AVMA of any amendments to the Bylaws.