

**CONSTITUTION FOR
AMERICAN VETERINARY SOCIETY OF ANIMAL BEHAVIOR- STUDENT
CHAPTER
at Iowa State University**

ARTICLE I- Name

The name of this organization shall be the “American Veterinary Society of Animal Behavior- Student Chapter” at Iowa State University.

ARTICLE II-Purpose

- Section One: The purpose of this organization is to educate students and the public about the importance of animal behavior as it pertains to Vet Med livestock production, safety, pet behavior problems and or training.

ARTICLE III – Statement of Compliance

- Section One: American Veterinary Society of Animal Behavior- Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- Section Two: American Veterinary Society of Animal Behavior- Student Chapter agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

ARTICLE IV: Non-Discrimination Statement

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

ARTICLE V: Membership

Membership shall be open to all registered students at Iowa State University College of Veterinary Medicine.

A requirement of membership is the payment of annual dues which shall not exceed \$15 per year.

Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

To be a voting member in good standing, the following standards must be met:

- a) A member must be a full or part time veterinary student currently enrolled at an accredited veterinary school.
- b) Members must be current on their dues.

This organization is a Student Chapter of the nationally-based American Veterinary Society of Animal Behavior (AVSAB). AVSAB has the following requirements for membership, which this organization will follow:

A Student Chapter must consist of at least 5 veterinary students, including at least one student representing the chapter.

The Membership fee for an entire Student Chapter will be equal to the cost of a graduate DVM membership. The AVSAB will send one newsletter to the school, and it will be up to the Chapter on how to distribute this information. A student may not join outside Chapter Membership, unless there is no chapter at that school.

Members of AVSAB-SC will have complimentary admission to the AVSAB general meeting and paper session held in conjunction with the AVMA meeting.

Each Student Chapter must be financially self-sufficient. No financial support is available from AVSAB.

Each Student Chapter is strongly recommended (but not required) to contribute at least one story per year to the newsletter about Chapter activities. One goal is to share ideas with other Student Chapters on how to encourage and develop the study of animal behavior in the veterinary school setting.

ARTICLE VI: Risk Management

The Risk Management Officer for American Veterinary Society of Animal Behavior- Student Chapter will be the same individual who has accepted the Secretary position for this organization.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the American Veterinary Society of Animal Behavior- Student Chapter, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

ARTICLE VII: Officers

The Executive Board of the Chapter shall consist of the President, Vice President, Secretary, Treasurer, Fundraising chair, VM1 Representative, and one Faculty Advisor.

Section 1: Selection of Officers

Selection of officers will require a majority vote from the current executive board. If a candidate fails to receive a majority of votes, a runoff election will be held between the top two candidates that received the most votes. Elections will occur at the beginning of April regarding the following academic year. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. The officers for this organization must meet the following requirements:

- A. Be in good standing with the university and enrolled: at least half time (6 or more credit hour), if an undergraduate student (unless few credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (4 or more credits), if a graduate level student (unless few credits are required in the final stages of their degree as defined by the Continuous Registration Requirements) during their term of office.
- B. Have a minimum cumulative grade point ratio (GPA) of 2.50 and meet that minimum GPA in the semester immediately prior to the election, the semester of election and semesters during the term of office. In order for this provision to be met at least 6 hours (half time credits) must have been taken for the semester under consideration.

- C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in A and B.

Section 2: Term of Office

The term of office shall last one full year, from end of the spring semester in which the officer is elected to the end of the following spring semester. All officers shall comprise the Executive Committee of the organization. The Executive Committee can meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out the organization goals.

There is no limit on the number of times a person may hold an office. Each office must be held by a different person, except that the same person may hold the office of both Secretary and Treasurer, as long as the membership so votes.

Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 3: Elections

Elections for officers and advisors will be conducted by secret ballot and elected by a simple majority within the Executive Board. If only one person runs for a position, they will be elected unless they do not meet the Student Organization Recognition Policy. Re-election of current officers is permitted. Elections will be held during the course of the spring semester, before the end of April. In the event an officer's position becomes vacant, regular election procedure will be followed immediately to fill the vacant office.

Section 4: Officer Duties

President:

- Be chief executive officer of the Chapter.
- Preside over all meetings and assist with scheduling of speakers.
- Be an ex-officio member of all committees.
- Represent organization on campus.
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement and maintain communication with organization advisors.
- Appoint members to any committee. Each person on a committee must be a member of the Chapter; however, Committee members may consult with non AVSAB-SC members when necessary. (e.g. consultant on fund raising.)
- Review the objectives of the student Chapter at the first meeting of each new school year.

Vice President:

- Act as chairperson of the programming committee.
- Be responsible for scheduling speakers, programs, and facilities for Chapter meetings and other club activities with help from other Committee members and AVSAB-SC members as necessary.

- The Vice President shall preside at Chapter meetings in the absence of the President and shall take over the responsibilities of the President should he or she be unable to complete his or her term of office.
- The Vice President shall become the President the following year unless:
 - i) He/she is unable to take over the position (ex. is a rising VM4).
 - ii) The Chapter selects another President by a majority vote.

Secretary:

- Maintain an accurate record of all organization meetings and make them available to members upon request.
- Maintain membership directory.
- Assist with organization promotion and publicity of events.
- Determine number of members in attendance and record the minutes of the chapter meetings.
- Correspond when necessary with University Administration.
- The secretary shall post the minutes of each chapter meeting within one week following the meeting.
- The secretary shall be responsible for maintaining a permanent file of the Chapter's Business.
- The secretary will also act as the Risk Management Officer. Duties for this are listed in Article VI.

Treasurer

- Be sole custodian of financial resources of the Chapter.
- Maintain detailed and accurate record of organization transactions.
- Collect dues.
- Issue receipts.
- Keep an active roster.
- Develop organization budget.
- Solicits additional funding if needed from the Student Government.
- Arrange fundraising opportunities for the organization.

Fundraising Chairperson

- Arrange fundraising opportunities to sponsor club events.
- Work with treasurer to solicit funding as needed from Student Government and other sources, create fundraising events, and ensure club has enough funds to sponsor future events.

Section 5: Removal of Officers/Advisors

Officers/Advisors may be removed from office by ½ vote of the other officers if actions are deemed inappropriate by the membership. The removal of an officer is allowed if:

- A) The officer fails to uphold their responsibilities outlined in the Constitution.
- B) The officer commits wrongdoing against another member of the chapter.

To fill a vacancy, an election will be held within two weeks of the previous officer's leave.

The officer/advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

ARTICLE VIII: Advisors

Section 1: Description

One advisor shall be selected by the Student Chapter who is a veterinarian and a member or willing to become a member of AVSAB. This individual shall have regular contact with the Student Chapter, as well as attempt to attend the executive meetings. The advisor must be included in the planning of these executive meetings as well. Regular contact shall be interpreted to mean physically attending chapter meetings or functions a minimum of 4 separate times per school year.

The advisor(s) shall serve as an advisor to the Chapter and as a liaison between the Chapter and the AVSAB, faculty, and practitioners offering behavioral externships. These externships will be coordinated through the AVSAB newsletter.

An advisor's term of office shall be one year and may be renewed by the Chapter.

Officers/Advisors may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The removal of an advisor is allowed if:

- A) The advisor fails to uphold their responsibilities outlined in the Constitution.
- B) The advisor commits wrongdoing against another member of the chapter.

The vacant position will be filled by contacting staff or faculty at Iowa State University College of Veterinary Medicine to find a replacement.

The officer/advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 2: Duties

- The advisor shall approve any speaker or topic offered by the Student Chapter of the AVSAB at the executive meetings.
- The advisor shall maintain communication and meet with Executive Committee regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement

ARTICLE IX: Finances

Dues for this organization shall be collected on a yearly basis. Dues shall not exceed \$15 per year and shall be paid by October 1st of each year.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. An advisor to this organization must approve and sign each expenditure before the transaction is posted.

ARTICLE X: Amendments and Ratification

Section 1: Amendments

Amendments to this constitution must be submitted in writing at a regular meeting or distributed electronically to all executive board members. Said amendment(s) will be voted on at a subsequent meeting or members will electronically vote on the amendment(s) within one week. To adopt the amendment, a vote of 2/3 of the executive membership is necessary.

The amended constitution will be submitted within 10 days to Student Engagement for approval.

Section 2: Ratification

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the general membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.

BYLAWS

ARTICLE I: Relations with the American Veterinary Society of Animal Behavior

- 1) The Chapter shall operate under an official charter granted by the American Veterinary Society of Animal Behavior, and in accordance with this Constitution and By Laws.
- 2) The first step to starting an AVSAB-SC is to send a letter of intent to the AVSAB Secretary requesting a copy of the Constitution and Bylaws.
- 3) Within one year of submitting the letter of intent, each Student Chapter must vote on and approve the AVSAB-SC Constitution and Bylaws for their Student Chapter. If this is not completed, a new letter of intent must be submitted to the AVSAB Secretary.
- 4) The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
- 5) Each Student Chapter must have an advisor who is an active member of the AVSAB.

ARTICLE II: Class Representatives

The Chapter will elect at least one VM1 class representative. It is suggested that these representatives be the AVSAB-SC representative, the class president or appointee, or a volunteer from each class. It is recommended but not required that the Class Representatives be members of the Student Chapter.

The class representative shall distribute written information as needed to members of their class or their mailboxes.

The main responsibilities of the VM1 representative include: assist wherever needed within the executive board, learn about the different positions (what they are responsible for, how they run the position, etc), and adequately prepare to run for a position in the following school year.

ARTICLE III – General Meetings

Meetings shall occur as determined by the President and Vice President.

Special meetings may be called at any time by the President and shall be announced at least 48 hours in advance.

A majority vote of those present or who have submitted written ballots shall be required to pass a motion.

ARTICLE IV – Order of Business

1) Suggested order of business:

- a) Call to order.
- b) Announcements.
- c) Record number in attendance.
 - d) Reading of the minutes by Chapter Secretary.
 - e) Treasurer’s report.
 - f) Committee reports.
 - g) Unfinished business.
 - h) New business.
 - i) Nominations or elections of officers or sub-committees.
 - j) Appointments.
 - k) Program.
 - l) Adjournment.

2) The President, with approval of the members present, may modify the order of business.

3) In any matter where the Constitution and By-Laws do not provide instruction, the Chapter shall employ “Robert’s Rules of Order” as a guide. The President, faculty advisor or another appointed member will serve as parliamentarian in cases of dispute.

ARTICLE V: Committees

1) The President shall appoint the chairperson of any committees deemed necessary by the Chapter and shall be responsible for filling vacancies as they may occur.

2) Committee members shall be volunteers.

3) Program committee

The Vice President shall serve as chairperson of the program committee.

The program committee shall consist of the Vice President and volunteers.

Members of the program committee shall be responsible for planning programs and other activities determined by the membership.

4) Other committees may be formed as deemed necessary by the President or Chapter membership.

Morgan Dziubinski

President’s Signature

12/01/24

Date