Constitution and Administrative By-laws of the Student American Veterinary Medical Association Chapter at Iowa State University Amended Spring 2024

**Constitution - Table of Contents**

[Article I Name 2](#_Toc219556615)

[Article II Objectives 2](#_Toc1907474819)

[Article III Membership 2](#_Toc1113381427)

[Article IV Executive Council Officers 2](#_Toc1109073381)

[Article V President 3](#_Toc1147238971)

[Article VI President Elect 4](#_Toc635403244)

[Article VII Immediate Past President 4](#_Toc832801856)

[Article VIII Vice President 5](#_Toc1874559972)

[Article IX Vice President Elect 5](#_Toc1932215772)

[Article X Secretary 6](#_Toc1700718286)

[Article XII Treasurer 6](#_Toc1518274773)

[Article XIII Treasurer Elect 7](#_Toc13101732)

[Article XIV. ISU & UNL Faculty Advisors 7](#_Toc1194774765)

[Article XV Class Representatives 8](#_Toc912306756)

[Article XVI International Veterinary Student Association (IVSA) Representative 8](#_Toc1283317580)

[Article XVII Iowa State University and University of Nebraska-Lincoln SAVMA Delegates 9](#_Toc432912037)

[Article XVII. University of Nebraska-Lincoln Representative 9](#_Toc446106918)

[Article XVIII. Iowa and Nebraska Veterinary Medical Association (IVMA and NVMA) Delegates 10](#_Toc1291214791)

[Article XIX. Director of Public Relations 10](#_Toc1948473431)

[Article XX: Impeachment of Student Executive Members 11](#_Toc2002079599)

[Article XXI: Impeachment of Faculty Advisers 11](#_Toc1842776930)

[Article XXII Financial Policy 12](#_Toc1198532494)

[Article XXIII Relations with the American Veterinary Medical Association (AVMA) and Student American Veterinary Medical Association (SAVMA) 12](#_Toc1662129090)

[Article XXIV Relations with the IVMA and NVMA 13](#_Toc2002356162)

[Article XXV Meetings 13](#_Toc136632126)

[Article XXVI Subsidiary Documents 13](#_Toc1161341477)

[Article XXVII Amendments 13](#_Toc453535669)

[Article XVIII Generalized Statements 14](#_Toc1913200220)

[Article I Dues 14](#_Toc134341287)

[Article II Order of Business 14](#_Toc1694231670)

[Article III Reports 15](#_Toc866538331)

[Article IV Financial Committee 15](#_Toc600991875)

[Article V Constitutional and Administrative By-laws Committee 15](#_Toc698872986)

[Article VI Recreation and Stress Relief (RSR) 15](#_Toc1277428850)

[Article VII Revolution Wellness Committee (RW) 15](#_Toc1778232674)

[Article VIII SAVMA Bookstore 17](#_Toc1877641866)

[Article IX SAVMA Symposium Committee 17](#_Toc1203812846)

[Article XI Hill’s College Feeding Program 18](#_Toc606690495)

[Article XII Donations and Awards 19](#_Toc1691773269)

[Article XIII Graduate and Professional Student Senate 19](#_Toc2142209649)

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 Doctor 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*

A. 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, although there will be no penalty for not paying dues by the deadline. Instead, incentives will be given, which will only be received if dues are paid on time. That information will be distributed at the beginning of each school year to avoid any confusion.

B. Active members considered not in good standing shall meet the following requirements for reinstatement as an active member in good standing:

i. If the member has not paid the annual dues, he or she must pay the $45.00 annual dues for each year it was unpaid.

ii. 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 not in good 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 not in good standing from the fall semester, they have until the end of the spring semester to complete volunteering. If they are not in good standing from the spring semester, they have until the end of the fall semester.

ii. 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, four 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), one Director of Public Relations, and one International Veterinary Student Association (IVSA) representative.

Elected in the Spring

1.President Elect

2. Vice President - Elect

3. Secretary - Elect

4. Treasurer Elect

5. Class representative from each class (VM1-VM4)

6. Director of Public Relations

Elected in the Fall

1. IVSA Representative

2. ISU and UNL SAVMA Junior Delegate

3. VM1 IVMA representative

*Section 2 - Eligibility*

A. Any candidate for a chapter officer position must be a member in good standing and maintain a 2.5 cumulative GPA the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. 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 (OASA). The faculty advisors will then notify that student officer that they will need to step down from their position.

B. 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.

*C.* Be in good standing with the university and be enrolled full time as a professional student at the College of Veterinary medicine (12 or more credit hours).

D. Student is deemed ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a), (b), and (c).

*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 three academic semesters (summer, fall and spring) as President Elect.

*Section 2 - Election*

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

*Section 3 - Tenure*

The President will serve three academic (summer, fall, and spring) semesters.

*Section 4 - Duties*

A. The President shall be the chief executive officer of the chapter.

B. The President shall organize all the general and executive council meetings.

C. The President shall appoint all regular and special committees not otherwise provided for, and shall promptly fill vacancies.

D. The President shall serve as chairperson of the Student Leadership Association (SLA) meetings.

E. The President will vote only in the case of a tie, at which time he/she will cast a deciding ballot.

F. The President shall be an ex-officio member of all committees.

G. 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.

H. The President shall be a member of the Finance Committee, Dean’s Budget Advisory Committee, and the Student Faculty Relations Committee.

I. The President shall be in charge of VM1 orientation activities.

J. The President shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

K. The President shall perform other such duties as their office requires.

L. The President shall, help minimize potential risks for club activities, recommend risk management policies or procedures, to submit documentation to ISU’s Risk Management Office and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

*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 VI President Elect

*Section 1 - Eligibility*

Shall be a member of the VM2 Class for the full academic year (summer, fall and spring semesters).

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated from the floor at a chapter meeting prior to the last chapter meeting of the academic year or via email to the current President Elect.

D. All candidates must give a speech before the SAVMA members (usually at the last general SAVMA meeting) vote.

*Section 3 - Tenure*

The President Elect shall serve for three academic semesters (summer, fall, and spring) before they become the president.

*Section 4 - Duties*

A. Shall be a member of the Finance Committee, Student Faculty Relations Committee, and Dean’s Budget Advisory Committee.

B. Shall familiarize themselves with the executive duties of the President of the chapter and assist them in these duties.

C. Shall serve on the Student Leader Association as the secretary.

D. Shall oversee electoral proceedings of the chapter and the voting for the SAVMA Teaching Awards.

E. Shall provide a record of their duties and responsibilities to their successor in the form of SOPs.

F. 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 year of office.

*Section 6 - Funding President*

Elect shall receive funding from the SAVMA chapter 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 VII Immediate Past President

*Section 1 - Election*

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

*Section 2 - Tenure*

The Immediate Past President shall serve for one academic year.

*Section 3 - Duties*

A. Shall be a member of the Executive Council, Finance Committee, Student Faculty Committee, and Dean’s Budget Advisory Committee should their schedule allow.

B. Shall assist the President and President Elect with their duties.

C. Shall provide a record of their duties and responsibilities to their successor in the form of SOPs.

D. The Immediate Past President shall perform other such duties as their office requires and assist the President.

## Article VIII 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*

A. Shall serve as a member of the Executive Council and Symposium committees.

B. Shall preside at all meetings of the Executive Council and general meetings in the absence of the President.

C. Shall oversee the fundraising of the chapter, and the point system for the SAVMA Travel Grant (STG).

D. Shall provide a record of their duties and responsibilities to their successor.

E. Shall attend VLE if either the President or Junior Delegate cannot attend.

F. The Vice President shall perform other such duties as their office requires.

## Article IX Vice President Elect

*Section 1 - Eligibility*

Shall be a member of the VM1 Class.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the academic year or via email to the current President Elect.

*Section 3 - Tenure*

The Vice President Elect shall serve for three academic semesters (summer, fall, spring) and begin their tenure in the summer.

*Section 4 - Duties*

A. Shall serve as a member of the Executive Council.

B. Shall familiarize themselves with the duties of the Vice President and help them execute these duties.

C. Shall provide a record of their duties and responsibilities to their successor in the form of SOPs.

D. 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 chapter 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 X Secretary

*Section 1 - Eligibility*

Can be a member of the VM3 Class

*Section 2 - Election*

The Secretary-Elect will automatically assume the office of Secretary at the conclusion of the current Secretary’s

semester of office.

*Section 3 - Tenure*

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

*Section 4 - Duties*

A. The Secretary shall keep, in a book or electronic word document, the minutes of every executive meeting.

B. Shall maintain the executive committee listserv.

C. Shall keep a record of all the current SAVMA members and whether they are in good standing.

D. 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)

E. Shall record attendance at each SAVMA general meeting.

F. Shall organize and orchestrate the yearly SAVMA Flu Shot Clinic during the fall semester of each year.

G. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

H. Shall be the custodian of the SAVMA Chapter at Iowa State University Constitution.

I. The Secretary shall perform other such duties as their office requires.

**Article XI Secretary-Elect**

*Section 1 - Eligibility*

Must be a member of the VM1 class

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the academic year or by email to the current President-Elect.

*Section 3 - Tenure*

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

*Section 4 - Duties*

A. Shall become familiar with the duties of the Secretary

B. Shall provide a record of their duties and responsibilities to their successor.

D. The Secretary-Elect shall perform other such duties as their office requires.

*Section 5 - Succession to Office*

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

## Article XII Treasurer

*Section 1 - Eligibility*

Shall have served the previous two academic semesters (summer and fall) as the Treasurer Elect.

*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 (spring, summer and fall) starting the spring semester after they have served the fall semester as treasurer elect.

*Section 4 - Duties*

A. As sole custodian of its resources, he/she shall receive all money of the chapter, from whatever source obtained.

B. Shall place all moneys in accounts established at Campus Organizations, 1580J Memorial Union, Iowa State University.

C. Shall maintain financial records of the chapter.

D. Shall make such disbursements as the chapter shall direct.

E. Shall balance the accounts and submit them to Campus Organizations, 1580J Memorial Union, Iowa State University.

F. Shall turn over all funds, property, and records to their successor.

G. Shall present a financial report to the Executive Council at least twice a semester.

H. Shall make and follow a budget for the chapter funds.

I. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

J. 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 XIII Treasurer Elect

*Section 1 - Eligibility*

Shall be a member of the VM1 class.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. Shall be nominated from the floor at the chapter meeting preceding the last chapter meeting of the academic year or via email to the current President Elect.

*Section 3 - Tenure*

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

*Section 4 - Duties*

A. Shall become familiar with the duties of the Treasurer.

B. Shall provide a record of their duties and responsibilities to their successor.

C. 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 & UNL Faculty Advisors

*Section 1 - Eligibility*

Shall be three members of the faculty of the College of Veterinary Medicine, Iowa State University and one member of the faculty of the College of Veterinary Medicine, University of Nebraska Lincoln. Shall be members in good standing of the American Veterinary Medical Association and the Iowa Veterinary Medical Association.

*Section 2 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. 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*

A. Shall serve as the advisor to the chapter

B. Shall be a member of the Finance Committee.

C. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

D. Shall perform other such duties as their office and requires.

## Article XV Class Representatives

*Section 1 - Eligibility*

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

*Section 2 - Election*

A. Shall be elected by a simple majority of votes cast.

B. Shall be elected only by members of the class they represent.

C. Shall be elected by written or electronic ballot.

D. Elections will be held in the last general meeting of the spring academic semester.

VM1 class will elect the class representatives at the beginning of the fall semester and resume normal elections

in the spring semester.

E. Two individuals will be elected by majority vote.

*Section 3 - Tenure*

A. The Class Representatives shall serve one academic year starting in the fall semester.

B. Class Representatives have the opportunity for re-election in following years.

*Section 4 - Duties*

A. Shall be members of the Executive Council

B. 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.

C. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

D. 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*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of votes cast.

C. 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*

A. Shall be members of the Executive Council

B. Shall be members of the Student Faculty Relations Committee.

C. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

D. 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 Class.

*Section 3 - Election*

A. Shall be elected by written or electronic ballot.

B. Shall be elected by a simple majority of the votes cast from the respective CVM student body.

C. 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.

D. 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. The Junior Delegate will serve December 31st of their VM1 Year to December 30th of VM2.
2. The Senior Delegate will serve December 31st of their VM2 Year to December 30th of VM3.

*Section 5 - Duties*

A. Shall attend all meetings of the SAVMA House of Delegates.

B. 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 distributing the monthly SAVMANews, and informing students prior to House of Delegate meetings topics that will be voted on.

C. Help direct the delegate selection process in the Chapter and instruct the new delegate about SAVMA activities.

D. Shall serve as the chairpersons of the Symposium Committee.

E. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOPs).

F. The ISU SAVMA Delegates shall perform other such duties as their office requires.

*Section 6 - Funding*

Delegates shall receive funding from the SAVMA chapter 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 XVII. 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*

A. Shall be responsible for helping to make SAVMA programs and activities successful at the UNL campus.

B. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP).

C. The ISU-UNL /SAVMA Liaison shall perform other such duties as their office requires.

## Article XVIII. 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*

A. The VM1 elect will be selected by the VM1 class during the fall semester.

B. 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.

C. The VM2 representative will be elected by all classes at the end of the spring semester.

D. Shall be elected by a simple majority of the votes cast.

E. 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*

A. Shall attend all meetings of the IVMA or NVMA Executive Councils.

B. Keep all IVMA or NVMA information well organized and available to students.

C. Help direct the delegate selection process in the chapter and instruct the new delegate about IVMA or NVMA activities.

D. Make periodic reports to the chapter of IVMA or NVMA activities.

E. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP).

F. The IVMA or NVMA Delegates shall perform other such duties as their office requires.

## Article XIX. Director of Public Relations

*Section 1 - Purpose*

To represent the ISU or UNL SAVMA on the following media platforms: Facebook, Instagram, ISU Website.

*Section 2 - Eligibility*

Shall be from any veterinary medical class.

*Section 3 - Election*

A. Shall be elected by a simple majority of votes cast.

B. Shall be elected by written or electronic ballot.

*Section 4 - Tenure*

The Director of Public Relations will serve for two consecutive semesters in one academic year. This position will be elected in the spring semester.

*Section 5 - Duties*

A. Make monthly updates to the ISU SAVMA website

B. Document SAVMA events online

C. Manage and maintain SAVMA’s social media presence

D. Create promotional materials for general meetings to be distributed via email, social media, and CVM TV screens

E. Make periodic reports to theExecutive Council regarding student engagement

F. Shall provide a record of their duties and responsibilities to their successor in the form of standard operating procedures (SOP).

## Article XX: Impeachment of Student Executive Members

*Section 1: Grounds for Impeachment*

1. Students may be impeached from their position for the following reasons:
	1. Gross misconduct or neglect of duty.
	2. Violation of the organization's code of conduct or policies.
	3. Failure to fulfill the responsibilities of the adviser role.

*Section 2: Initiation of Impeachment Proceedings*

1. A written petition for impeachment signed by at least 66% of the organization's members must be submitted to the executive board.
2. The executive board will review the petition and, if deemed valid, schedule a meeting to discuss the impeachment.

*Section 3: Impeachment Proceedings*

1. The impeached student will be informed in writing of the charges against them and provided an opportunity to respond.
	1. A special impeachment meeting will be held, during which the impeached student may present a defense.
	2. A vote for impeachment will be conducted by secret ballot. A two-thirds majority of members present and voting is required for impeachment.

*Section 4: Removal of Student*

1. If a faculty adviser is impeached, they will be immediately removed from their position. The organization will promptly notify the appropriate university department or administration of the impeachment and SAVMA is responsible for finding a student to fill the position.

*Section 5: Appeal Process*

1. The impeached student may appeal the impeachment decision to the executive board within 7 days of the decision. The executive board will review the appeal and render a final decision within 7 days of receiving the appeal.

*Section 6: Vacancy of Executive Position*

1. If a student is removed from their position, the organization will follow university procedures and procedures listed above to fill the position. In the interim, the executive board may appoint a temporary student with the approval of a majority vote of the members.

*Section 7: Ratification*

1. This constitution, including the impeachment process outlined in Article XX, shall be ratified by a two-thirds majority vote of the organization's members.

*Section 8: Amendment*

1. This Article XX may be amended by a two-thirds majority vote of the organization's members, provided that the proposed amendment has been submitted in writing at least 3 days prior to the vote.

## Article XXI: Impeachment of Faculty Advisers

*Section 1: Grounds for Impeachment*

1. Faculty advisers may be impeached from their position for the following reasons:
	1. Gross misconduct or neglect of duty.
	2. Violation of the organization's code of conduct or policies.
	3. Failure to fulfill the responsibilities of the adviser role.

*Section 2: Initiation of Impeachment Proceedings*

1. A written petition for impeachment signed by at least 66% of the organization's members must be submitted to the executive board.
2. The executive board will review the petition and, if deemed valid, schedule a meeting to discuss the impeachment.

*Section 3: Impeachment Proceedings*

1. The impeached faculty adviser will be informed in writing of the charges against them and provided an opportunity to respond.
	1. A special impeachment meeting will be held, during which the impeached adviser may present a defense.
	2. A vote for impeachment will be conducted by secret ballot. A two-thirds majority of members present and voting is required for impeachment.

*Section 4: Removal of Faculty Adviser*

1. If a faculty adviser is impeached, they will be immediately removed from their position. The organization will promptly notify the appropriate university department or administration of the impeachment and request a replacement adviser.

*Section 5: Appeal Process*

1. The impeached faculty adviser may appeal the impeachment decision to the executive board within 7 days of the decision. The executive board will review the appeal and render a final decision within 7 days of receiving the appeal.

*Section 6: Vacancy of Adviser Position*

1. If a faculty adviser is removed from their position, the organization will follow university procedures for appointing a new adviser. In the interim, the executive board may appoint a temporary adviser with the approval of a majority vote of the members.

*Section 7: Ratification*

1. This constitution, including the impeachment process outlined in Article XX, shall be ratified by a two-thirds majority vote of the organization's members.

*Section 8: Amendment*

1. This Article XX may be amended by a two-thirds majority vote of the organization's members, provided that the proposed amendment has been submitted in writing at least 3 days prior to the vote.

## Article XXII Financial Policy

*Section 1 - Receipts*

All assessments or changes in dues shall require a simple majority vote of the members present at the Executive Council meeting

*Section 2 - Budget*

1. The acceptance of the budget recommended by the Treasurer shall require a simple majority vote of the Executive Council members present at Executive Council meeting
2. A general budget shall be presented to members during the 2nd regularly scheduled general meeting of each semester

*Section 3 - Disbursements*

A. All disbursements exceeding $500 for which there is not provision in the budget, shall require a simple majority vote of the Executive Council members present

B. Disbursements, emergency or otherwise, not exceeding $500 for which there is no provision in the budget, may be authorized by the Finance Committee.

C. 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 XXIII 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 XXIV 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 XXV 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*

A. The President shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this article.

B. Special meetings may be called at any time by the Executive Council. Special meetings shall be advertised at least seven days in advance.

C. 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 XXVI 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 XXVII Amendments

*Section 1 - Amendments to the Constitution*

A. Proposed amendments shall be presented by written resolution to the Executive Council for approval by a simple majority vote of those present.

B. 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.

C. 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.

D. Amendments to the constitution shall be approved by seventy-five percent of affirmative vote of the members of the executive council.

E. Amendments duly approved by the Student Chapter shall be presented to SAVMA and the American Veterinary Medical Association for approval.

F. Amendments shall become an integral part of this constitution upon receipt of approval by SAVMA and the American Veterinary Medical Association.

G. Should any amendments be made to the SAVMA Constitution or bylaws, SAVMA must promptly inform Student Engagement.

*Section 2 - Amendments to the By-laws*

A. Proposed amendments to the By-laws shall be presented by written resolution to the Executive Council for preliminary consideration.

B. 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.

C. Proposed amendments shall require a simple majority vote of the members present at the executive meeting for approval.

D. Should any amendments be made to the SAVMA Constitution or bylaws, SAVMA must promptly inform Student Engagement.

## Article XVIII Generalized Statements

1. SAVMA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SAVMA agrees to annually complete President’s and Treasurer’s Training.
2. Iowa State University and SAVMA 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.

SAVMA By-Laws

## Article I Dues

*Section 1 -*

Shall be established each summer by National SAVMA and shall be presented with the budget for the upcoming year for acceptance by the Executive Counsel .

*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 filed 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 filed 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 Constitutional and Administrative By-laws Committee

*Section 1 - Purpose*

Committee members shall be custodians of the Constitution and Administrative By-laws of the Student American Veterinary Medical Association Chapter at Iowa State University and propose any changes that they see fit to the executive council at the end of each semester.

*Section 2 - Members*

Shall consist of 3-4 volunteers from the executive council and a Faculty Advisor volunteer. The chairperson shall be an executive council member, appointed by a simple majority of the executive council and determined on an academic year basis.

*Section 3 - Meetings*

Shall meet twice a semester. These meetings shall be organized by the chairperson. The committee will present any suggestions to the executive council at the second to last executive meeting of the semester.

## Article VI 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 VII 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*

A. 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.

B. 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.

C. 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.

D. At the beginning of the fall academic semester (2) VM1s and any open representative positions will be filled.

*Section 6 - Organization*

A. 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 a 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.

The Chairperson's duties include:

a. Organizing, scheduling and mediating of RW Executive Meetings.

b. Representation at SAVMA Executive Meetings as a nonvoting member to make announcements at student meetings.

c. Delegation of program organization to the other committee members.

C. 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 a 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 Treasurer’s duties include:

a. Maintaining a budget of RW program costs.

b. Reporting to RW and/or SAVMA in regards to the finances.

D. 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 a 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 duties include:

a. Contacting committee members about upcoming meetings.

b. 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 as a market, host, and fund the event.

*Section 9 - University Recreation Services*

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

## Article VIII SAVMA Bookstore

*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*

A. All general operating policies will be determined by the Bookstore Manager.

B. 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.

C. 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.

D. The SAVMA Bookstore will act independently from SAVMA Executive Council

*Section 3 - Bookstore Personnel*

A. 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.

B. The employee with seniority shall serve as the manager.

C. 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.

D. 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 for employment.

E. 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.

F. 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*

A. SAVMA shall be entitled to and responsible for any profits or losses resulting from the operation of the bookstore.

B. 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

C. The use of these said profits or losses shall be subject to a simple majority of votes cast in accordance with the Constitution and By-Laws of this organization.

D. A financial report will be given to the SAVMA Executive Council once per year.

E. Historical note: The Bookstore has been financially independent with no profit or expense sharing with SAVMA as far back as we know

## Article IX SAVMA Symposium Committee

*Section 1 - Purpose*

A. To oversee the collection and distribution of the Symposium Fund used to defray travel expenses to the SAVMA Symposium.

B. To promote, in the interest of safety, group transportation to the symposium whenever possible.

*Section 2 - Membership*

A. The chairpersons shall be the ISU and UNL SAVMA delegates and the UNL SAVMA Liaisons, Vice President.

B. The treasurer and treasurer-elect shall be a member of the committee.

*Section 3 - Duties of the Committee*

A. 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.

B. To propose a tentative plan for group transportation to the Symposium.

C. 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.

D. To equitably distribute the funds raised during the course of the year from the date of the previous Symposium, with priority given to:

a. Group transportation if it is feasible.

b. Payment of lodging expenses for all members who have obtained enough points each year to the Symposium.

c. Payment of travel expenses if group transportation cannot be used.

d. 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 X ~~Hill’s-~~SAVMA Student Travel Grant (STG)**

*Section 1 - Objective*

To establish a ~~Hill’s-~~SAVMA Student 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. Dedicate $15,000 of the practice partner's funding to sponsoring the travel grants.

*Section 3 - Account*

The source of the funding for the Travel Grants will be allocated as $15,000 from the Practice Partner’s fund.

*Section 4 - Award*

The amount of a SAVMA Travel Grant award will be available as either $150 or $300. The $150 award would be able to be awarded to the same individual twice in one year (once a semester) or $300 award for the year.

## Article XI Hill’s College Feeding Program

*Section 1 - Objective*

To acknowledge the contributions that “Hill’s Pet Nutrition College Feeding Program” pet food makes to the student body’s education and to distribute the moneys obtained from the sales of Hill’s Pet Nutrition 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. Shall work with the Hill’s student representatives in maintaining 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.

## Article XII Donations and Awards

*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 XIII Graduate and Professional Student Senate

*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*

A. GPSS Senators are encouraged but not required to attend SAVMA Executive meetings to relay information from Iowa State main campus to the SAVMA executive council.

B. 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.