

NCSU PRE-VETERINARY MEDICAL ASSOCIATION

Constitution and By-Laws

ARTICLE I NAME AND OBJECTIVES

Section 1

The name of this organization shall be the Pre-Veterinary Medical Association of North Carolina State University. (unanimous vote)

Section 2

The objectives of this Association are: first, to promote and stimulate interest in the field of veterinary medicine; second, to provide the pre-veterinary student with a source of information regarding his/her chosen field of study; third, to provide the opportunity for interaction with students of similar aspirations; and fourth, to provide service to the university and surrounding community. (unanimous vote)

ARTICLE II MEMBERSHIP

Section 1

Any student currently enrolled at North Carolina State University at Raleigh shall be eligible for membership. (unanimous vote)

Section 2

General membership will be given to those students who pay timely dues of \$10 per semester/year. (unanimous vote)

Section 3

The status of active membership in the Pre-Veterinary Medical Association shall be awarded given that the following criteria are satisfied each and every semester: first, attendance at a minimum of 4 meetings per semester; second, participation in at least 5 service or fundraising shifts, including 1 fundraising and 1 service shift, and not including correspondence shifts, per semester; third, timely payment of dues per semester/year. (unanimous vote)

Section 4

Exceptions to meeting the above requirements and still maintaining active membership in the Pre-Veterinary Medical Association will be made when deemed necessary by the Executive Board. One accepted exception to the above requirements in Article II, Section 3 for active membership is given to committee members who participate in 5 shifts of activities through their committee. (unanimous vote)

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ARTICLE III OFFICERS

Section 1

The Executive Board of the Pre-Veterinary Medical Association will consist of President, Vice President, Secretary, Treasurer, Agri-Life Council Representatives (2), Reporter/ Photographer, Jr. Reporter/ Photographer, Correspondence Committee Chairmen (2), Fundraising Committee Chairman, Jr. Fundraising Committee Chairman, Service Committee Chairman, and Social Committee Chairman. This Executive Board will have the power to act as provided by the Constitution and By-Laws. (unanimous vote)

Section 2

Committee Chairmen shall be responsible for holding meetings with their respective committees as often as deemed necessary at scheduled times other than general Association meeting. These chairmen will also be responsible for maintaining any necessary records, contact information, and/or budgets relevant to their committee, as well as reporting back to the general Association any proceedings from their committee meeting. Officers will be responsible for attending any events they plan. If, for any reason, an officer is not able to personally attend an event he/she has planned, he/she will be required to make arrangements for another officer to be in charge and in attendance at that event to take attendance and oversee participations at the event. All officers will be required to keep an updated notebook which shall contain the outline of his/her duties, any detailed instructions for that position, and a copy of the Association's constitution.

Section 3

New officers shall be elected at the last meeting of March each school year to allow for a month of shadowing of the current officer, and they shall take office at the last meeting of the school year at which time they should be competently trained for that position. After new board members are elected, existing board members are required to hand down the updated notebook for his/her position to the newly elected board member(s) who will be taking their place.
(unanimous vote)

Section 4

First and foremost, all members of the Executive Board are required to be active members of the Association. Active membership for an officer includes:

DUES: Officers must pay \$10 dues for the year.

SHIFT REQUIREMENTS: Every officer must complete five shifts throughout each semester. Officers must earn these shifts in the same manner as general club members according to Article II, Sections 3 and 4. Every officer is allotted one (1) free officer shift towards his/her five shifts for serving as an officer. Officers must meet attendance requirements and not be placed on probation to maintain the free

officer shift. If the free officer shift is lost at any time during the semester, it will not be regained during that semester. However, it will have no effect on future semesters.

ATTENDANCE: Officers are allowed to miss one (1) officer meeting and one (1) general body meeting per semester. Missing either two (2) officer meetings or two (2) general meetings in the same semester will result in the loss of the free officer shift. Missing three (3) meetings in any combination in the same semester will result in officer probation. Missing four (4) meetings in any combination in the same semester will result in ejection from the officer team.

Section 5

If an officer fails to adhere to officer active membership requirements, he/she will be placed on probation. To place an officer on probation, the issues of the offending officer must be brought before the rest of the Executive Board at a regularly scheduled officer meeting. The Executive Board shall discuss and vote on whether the probation is warranted. The vote must pass by simple majority. If probation is warranted, the offending officer is given until the next regularly scheduled officer meeting to fix said issues. At the next regularly scheduled officer meeting, said issues shall be brought before the Executive Board again. The Executive Board will then vote on either a) ending the offending officer's probation, or b) ejecting the offending officer from the Board (the offending officer may step down before ejection if so desired). Vote must pass by simple majority.

Section 6

The President shall name all committees for which no provision has otherwise been made. He/she shall perform any customary duties of the office, including arranging for general Pre-Veterinary Medical Associations meetings, registering the Association, and reserving rooms for meetings. He/she shall be responsible for relations with the College of Veterinary Medicine, overseeing the Executive Board's decisions on meetings, dates, topics, and activities, overseeing the committees, and appointing any representatives as deemed necessary. (unanimous vote)

Section 7

The Vice President shall be responsible for arranging at least two (2) speakers for general Association meetings each semester, assisting the president in his/her duties, serve as president in case of President's absence, serve as liaison between committees, and be ultimately responsible for the calendar of events so as to avoid overlap of any events. He/she shall be responsible for taking over the position of any officer who is ejected from or leaves the Executive Board until the position is filled. (The empty position shall be filled as soon as possible.) (unanimous vote)

Section 8

The Secretary shall keep roll at all general meetings as well as any other Association events and officer meetings, maintain updated official records of the Pre-Veterinary Medical Association. He/she shall also assist with Association correspondence,

forwarding of E-mails from other officers to members, reporting to the Animal Science newsletter on a monthly basis, as well as any other College of Agriculture and Life Sciences publications. (unanimous vote)

Section 9

The treasurer shall keep financial records and any accounts of all financial transactions of the Pre-Veterinary Medical Association. He/she shall handle all receipts and expenditures of the Pre-Veterinary Medical Association. He/she shall make Association budgets and fund requests to appropriate bodies such as the Agri-Life council and Student Senate, and/or be present at all budget allocation meetings for Agri-Life Council and/or Student Senate. (unanimous vote)

Section 10

The Agri-Life Council Representatives shall attend all Agri-Life Council meetings and report back to the Association as to the proceedings, as well as report to the Agri-Life Council any news or proceedings from the Pre-Veterinary Medical Association. (unanimous vote)

Section 11

The Reporter/Photographer shall report any and all Association activities to the Association. He/she shall attend all Pre-Veterinary Medical Association functions to record these for the Association archives. He/she shall be reimbursed for pre-approved expenses with appropriate receipts incurred in fulfilling this office as determined by the Executive Board. He/she shall be responsible for maintaining and updating the Pre-Veterinary Medical Association webpage, as well as compiling an annual scrapbook. He/she will be required to train the Jr. Reporter/Photographer in maintaining and updating the scrapbook and webpage. He/she shall ensure that the Jr. Reporter/Photographer can fully operate the webpage by the completion of the fall semester. (unanimous vote)

Section 12

The Jr. Reporter/Photographer shall be responsible for maintaining and update the Pre-Veterinary Medical Association webpage, as well as compiling the annual scrapbook. He/she shall become the Reporter/Photographer for the following year. He/she is required to be able to fully operate the webpage by the completion of the fall semester. (unanimous vote)

Section 13

The Correspondence Committee Chairmen, in conjunction with his/her established committee, shall be responsible for all event publicity, including flyers, chalking, etc for meetings. He/she shall be responsible for ensuring that thank-you notes to guest speakers and any other letters to outside persons are mailed. (unanimous vote)

Section 14

The Fundraising Chairman, in conjunction with his/her established committee, shall be required to completely plan and organize at least two (2) fundraisers each semester.

He/she is strongly encouraged to attend each event he/she has planned. His/her attendance at fundraising events will count as active member shifts. (unanimous vote)

Section 15

The Jr. Fundraising Chairman shall be responsible in assisting the fundraising chair, planning, and organizing fundraising events. He/she shall be responsible for planning at least one (1) fundraising event per semester. His/her attendance will be strongly encouraged at all fundraising events. His/her attendance at fundraising events will count as active member shifts. He/she will become the fundraising chair the following year. (unanimous vote)

Section 16

The Service Chairman, in conjunction with his/her established committee, shall be responsible for service projects both at the university and community levels. He/she shall be required to completely plan and organize at least three (3) service activities each semester, with cooperation from his/her committee as well as other Association members. His/her attendance will be strongly encouraged at all service events. His/her attendance at service events will count as active member shifts. (unanimous vote)

Section 17

The Social Committee Chairman, in conjunction with his/her established committees, shall be responsible for promoting interaction among Association members, through social events that may not necessarily be related to veterinary medicine. There shall be no less than three social (3) events per semester. He/she shall also be responsible for providing refreshments at meetings and any other suitable events, and maintaining budgets of refreshment expenses, and keeping all necessary supplies for refreshments. (unanimous vote)

**ARTICLE IV
ADVISORS**

Section 1

The Faculty Advisor shall consist of at least one (1) faculty member. The Executive Board shall select advisors for each year prior to the commencement of each Fall semester. (unanimous vote)

Section 2

The Faculty Advisors shall advise the Pre-Veterinary Medical Association in all pertinent matters and executive decisions. (unanimous vote)

ARTICLE V MEETINGS

Section 1

The Pre-Veterinary Medical Association shall hold regular meetings during the school year as provided in the By-Laws, for the purpose of conducting business and fulfilling the Association's objectives. (unanimous vote)

Section 2

The Executive Board may postpone regular meetings or call special meetings when, in their judgment, such actions are in the best interest of the Association. (unanimous vote)

Section 3

A quorum shall consist of 25% of the active members. The Executive Board will maintain power to waive a quorum in the absence of a full 25%. (unanimous vote)

ARTICLE VI FINANCES

Section 1

Members in the Pre-Veterinary Medical Association shall pay dues every semester/year in a timely fashion. The Executive Board shall determine the amount of dues for each year. (unanimous vote)

Section 2

Fundraising projects may be undertaken at any time during the school year by the Fundraising Committee. (unanimous vote)

Section 3

Pre-Veterinary Medical Association officers or members shall be reimbursed for any pre-approved expenditures encountered for Association projects as determined by the Executive Board, provided that receipts are available to verify the expenses. There should be no less than two (2) signatures of officers on the checkbook account on each check. (unanimous vote)

Section 4

Funds shall be set aside for the American Pre-Veterinary Medical Association Student Scholarship Awards. A minimum of two hundred (200) dollars shall be set aside each year for this cause. The criteria for receiving the scholarship shall be based mainly on club participation and grades. (unanimous vote)

Section 5

CHANGES PASSED ON MARCH 31, 2008- CHANGES EFFECTIVE AUGUST 2008

An amount of funds shall be held over from one school year to the next school year. This amount shall be determined by the Executive Board but shall be no less than one thousand (1000) dollars maintained in the Pre-Veterinary Medical Association checking account. (unanimous vote)

Section 6

Pre-Veterinary Medical Association active members may be reimbursed for annual Association trips at either the conclusion of the spring semester or whenever deemed by the Executive Board. The amount of reimbursement shall be determined by attendance and participation at Association events and activities. (unanimous vote)

**ARTICLE VII
BY-LAWS**

Section 1

The Association shall establish a set of By-Laws to include operational and procedural matters. The By-Laws shall not be in conflict with this Constitution. (unanimous vote)

Section 2

The By-Laws may be adopted, amended, or suspended by two-thirds (2/3) vote of active members present at the general body meetings. (unanimous vote)

**ARTICLE VIII
AMENDMENTS**

Section 1

The Constitution may be amended by three-fourths (3/4) vote of active members present at the general body meeting. (unanimous vote)

Section 2

An Outstanding Pre-Veterinary Medical Association member shall be nominated and chosen by vote of the Executive Board. A plaque, supplied by the Agri-Life Council, with all the names of the Outstanding Member's names will be displayed at every general body meeting. (unanimous vote)

BY LAWS

**ARTICLE I
VOTING**

Section 1

Voting shall be open to both general and active members of the Pre-Veterinary Medical Association. (unanimous vote)

Section 2

Voting shall be by a show of hands or by secret ballot if requested. The current president should abstain from voting in elections. (unanimous vote)

Section 3

In the event of a tie, all but the top two candidates will be eliminated and a second vote will take place. In the unlikely event of a second tie the president's vote shall break the tie. (unanimous vote)

Section 4

Voting on elections for new Executive Board members shall take place at the last meeting of March each school year to allow for a monthly shadowing of the current officer. Before elections all officer nominees must state the number of semesters they have been active club members, as well as any other qualifications or experience that they have had. This statement is subject to verification by club records.

**ARTICLE II
MEETINGS**

Section 1

The calendar of events, including the regular meeting schedule, shall be set up before the first meeting of each fall and spring semester by the Executive Board. (unanimous vote)

**ARTICLE III
ORDER OF BUSINESS**

Section 1

At all general body meetings of the Pre-Veterinary Medical Association, the order of business shall be as follows:

1. Call to order
 2. Speaker
 3. Reports of Officers of Committees
 4. General Business
 5. Adjournments
- (unanimous vote)

PRE-VETERINARY CLUBConstitution and By-Laws
(as amended April 1992)

ARTICLE I

NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the Pre-veterinary Club of North Carolina State University.
- Section 2. The objective of this Club is two-fold: first to promote and stimulate interest in the field of veterinary medicine; second, to provide the Pre-veterinary student with a source of information regarding his/her chosen field of study.

ARTICLE II

MEMBERSHIP:

- Section 1. Any student currently enrolled at North Carolina State University at Raleigh shall be eligible for membership.

ARTICLE III

OFFICERS:

- Section 1. Officers of the Club shall be the President, Vice-President, Secretary, Treasurer, Agri-Life Council Representative and Reporter/Photographer.
- Officers shall be elected at the last meeting of each school year and shall take office at the beginning of the following school year.
- Section 2. The President shall preside at all meetings. He/she shall name all committees for which no provision has otherwise been made. He/she shall perform any customary duties of the office, including attending the Agri-Life Council meetings.
- Section 3. The Vice-President shall assume the duties of the President in the event of his/her absence and shall assist the President in coordinating club activities.
- Section 4. The Secretary shall keep roll and minutes at all club and officer meetings and all other official records of the club. He/she shall also handle any and all club correspondence.
- Section 5. The Treasurer shall keep financial records and accounts of all financial transactions of the Club. He/she shall handle all receipts and expenditures of the Club. He/she shall make Club budgets and fund requests to appropriate bodies, such as the Agri-Life Council and Student Senate.

- Section 6. The Agri-Life Council Representative shall attend the Agri-Life Council meetings and report back to the Club as to the Proceedings.
- Section 7. The Reporter/Photographer shall report any and all Club activities to the ALS Publication and campus newspaper and to any other appropriate publications. He/she shall be considered publicity chairman for any Club activity. He/she shall attend all Club functions to record these for the Club archives. He/she shall be reimbursed for expenses incurred in fulfilling this office as determined by the Treasurer.
- Section 8. The Executive Committee of the Club will consist of the President, the Vice-President, the Secretary, the Treasurer, the Agri-Life Council Representative and the Reporter/Photographer. This committee will have the power to act as provided by the Constitution and By-Laws.

ARTICLE IV

ADVISORS:

- Section 1. The Faculty Advisors shall consist of two (2) faculty members selected from the College of Veterinary Medicine. The Advisors will consist of one senior and one junior advisor. At the end of each school year the junior advisor becomes the senior advisor who then selects the junior advisor for the upcoming year.
- Section 2. The Faculty Advisors shall advise the Club in all pertinent matters and executive decisions.

ARTICLE V

MEETINGS:

- Section 1. The Club shall hold regular meetings during the school year as provided in the By-Laws, for the purpose of conducting business and the presentation of professional and other valuable programs.
- Section 2. The Executive Committee may postpone regular meetings or call special meetings when, in their judgement, such action is in the best interest of the Club.
- Section 3. A quorum shall consist of 25% of the membership. The Executive Committee will maintain power to waive a quorum in the absence of a full 25%.

ARTICLE VI

FINANCES:

- Section 1. Membership in the Club shall be determined by the payment of individual dues at the onset of each semester by the second meeting of each semester. The Executive Committee shall determine the amount of dues for each year.
- Section 2. Fund-raising projects may be undertaken at any time during the school year. These may include Dog Washes whose dates

shall be set by the Executive Committee at the beginning of each semester.

Section 3. Club officers or members shall be reimbursed for any expenditures encountered for Club projects as determined by the Treasurer.

Section 4. Funds shall be set aside for the Veterinary Student Scholarship Awards. These scholarship(s) are awarded at the end of the school year according to provisions set in the award. The number and amount of the awards shall be determined by the Selection Committee.

Section 5. An amount of funds shall be held over from one school year to the next school year. This amount shall be determined by the executive committee but shall be no less than that carried forward from the previous year.

ARTICLE VII

BY-LAWS

Section 1. The Club shall establish a set of By-Laws to include operational and procedural matters. The By-Laws shall not be in conflict with this Constitution.

Section 2. The By-Laws may be adopted, amended or suspended by a two-thirds (2/3) vote of a quorum.

ARTICLE VIII

AMENDMENTS:

Section 1. The Constitution may be amended by three-fourth (3/4) vote of a quorum.

Section 2. An Outstanding Club Member shall be voted for from members nominated by other club members. A plaque, supplied by the Agri-Life Council, will be awarded to the Outstanding Club Member.

BY-LAWS

ARTICLE I

VOTING:

Section 1. Voting shall be open to members only.

Section 2. Voting shall be by a show of hands or by secret ballot if requested.

Section 3. In the event of a tie, the President's vote shall break the tie.

ARTICLE II

MEETINGS:

Section 1. The regular meeting schedule shall be set up at the first of each fall and spring semester by the Executive Committee.

ARTICLE III

ORDER OF BUSINESS:

At all meetings of the Club, the order of business shall be as follows:

1. Call to order
2. Reading and disposal of previously unapproved minutes of the last meeting.
3. Reports of Officers and Committees.
4. Unfinished business
5. New business
6. Adjournment.

NCSU PRE-VETERINARY MEDICAL ASSOCIATION
Constitution and By-Laws
(as amended March 1999)

ARTICLE I
NAME AND OBJECTIVES

- Section 1 The name of this organization shall be the Pre-Veterinary *Medical Association* of North Carolina State University.
(unanimous vote)
- Section 2 *The objectives of this association are:* first, to promote and stimulate interest in the field of veterinary medicine; second, to provide the pre-veterinary student with a source of information regarding his/her chosen field of study; *third to provide the opportunity for interaction with students of similar aspirations; and fourth to provide service to the university and surrounding community.*
(unanimous vote)

ARTICLE II
MEMBERSHIP

- Section 1 Any student currently enrolled at North Carolina State University at Raleigh shall be eligible for membership.
- Section 2 *General membership will be given to those students who pay timely dues every semester/year.*
(unanimous vote)
- Section 3 *The status of active member in the Pre-Veterinary Medical Association shall be awarded given that the following criteria are satisfied each and every semester: first, attendance at a minimum of four (4) meetings per semester; second, participation in at least three (3) service or fundraising projects; and third, timely payment of dues every semester/year.*
(12 in favor, 1 opposed)
- Section 4 *Exceptions to meeting the above requirements and still maintaining active membership in the Pre-Veterinary Medical Association will be made when deemed necessary by the Executive Committee.*
(unanimous vote)
- Section 5 *For those students who are involved in the Pre-Veterinary Medical Association for the first semester, consideration for active membership will be decided upon by the Executive Committee on a case-by-case basis.*

ARTICLE III OFFICERS

Section 1 Officers of the *Pre-Veterinary Medical Association* shall be the President, Vice-President, Secretary, Treasurer, Agri-Life Council Representative, Reporter/Photographer, *Correspondence Committee Chairman*, *Fundraising Committee Chairman*, *Service Committee Chairman*, and *Social Committee Chairman*.

Committee Chairmen shall be responsible for holding meetings with their respective committees as often as deemed necessary at scheduled times other than the general Association meeting. These chairmen will also be responsible for maintaining any necessary records, contact information, and/or budgets relevant to their committee, as well as reporting back to the general Association any proceedings from their committee meeting.

All officers shall preside at all meetings. Exceptions may be made as deemed by the remainder of the officers.

Officers shall be elected at the *last meeting of March each school year to allow for a month of shadowing the current officer, and shall take office at the last meeting of the school year.*
(unanimous vote)

Section 2 The President shall name all committees for which no provision has otherwise been made. He/she shall perform any customary duties of the office, *including arranging for general Pre-veterinary Medical Association meetings, registering the association, and reserving rooms for meetings. He/she shall be responsible for relations with the College of Veterinary Medicine, overseeing the Executive Committee's decisions on meetings, dates, topics, and activities, overseeing the Committees, and appointing any representatives as deemed necessary.*
(unanimous vote)

Section 3 The Vice-President shall be responsible for *arranging at least two speakers for general Association meetings each semester, assisting the President in his/her duties, serve as President in case of President's absence, serve as a liaison between committees, and be ultimately responsible for the calendar of events so as to avoid overlap of any events.*
(unanimous vote)

Section 4 The Secretary shall keep roll *at all general meetings as well as other association events and officer meetings, maintain updated official records of the Pre-Veterinary Medical Association. He/she shall also assist with association correspondence, forwarding E-mail from other officers to*

members, reporting to the Animal Science newsletter on a monthly basis, as well as to any other College of Agriculture and Life Sciences publications.

(unanimous vote)

- Section 5 The Treasurer shall keep financial records and accounts of all financial transactions of the *Pre-Veterinary Medical Association*. He/she shall handle all receipts and expenditures of the *Pre-Veterinary Medical Association*. He/she shall make *Association* budgets and fund requests to appropriate bodies such as the Agri-Life Council and Student Senate, and *be present at all budget allocation meetings both for Agri-Life Council and Student Senate.*
- (unanimous vote)
- Section 6 The Agri-Life Council Representative shall attend all Agri-Life Council meetings and report back to the Association as to the proceedings, *as well as report to the Agri-Life Council any news or proceedings from the Pre-Veterinary Medical Association.*
- (unanimous vote)
- Section 7 The Reporter/Photographer shall report any and all *Association* activities to the ALS Publication and campus newspaper and to any other appropriate publications. He/she shall attend all *Pre-Veterinary Medical Association* functions to record these for the Association archives. He/she shall be reimbursed for *pre-approved expenses with appropriate receipts* incurred in fulfilling this office *as determined by the Executive Committee.* *He/she shall be responsible for maintaining and updating Pre-Veterinary Medical Association Webpage, as well as compiling an annual photo album/scrapbook.*
- (unanimous vote)
- Section 8 *The Correspondence Committee Chairman, in conjunction with his/her established committee, shall be responsible for all event publicity, including Dog Wash flyers and postcards, flyers for meetings, and advertising in local newspapers. He/she shall be responsible for ensuring that thank-you notes to guest speakers and any other letters to outside persons are mailed. He/she shall be responsible for arranging transportation to all Association events that are scheduled off-campus.*
- (unanimous vote)
- Section 9 *The Fundraising Committee Chairman, in conjunction with his/her established committee, shall be responsible for all fundraisers, namely Dog Washes. This includes ensuring that Dog Wash signs are displayed, facilities are reserved, and all necessary equipment is obtained. He/she shall be responsible for organizing at least one (1) additional fundraiser*

in addition to Dog Washes every semester and requesting donations from sponsors.

(unanimous vote)

Section 10 The Service Committee Chairman, in conjunction with his/her established committee, shall be responsible for service projects at both the university and community levels. He/she shall be responsible for organizing at least three (3) service activities each semester, with cooperation from his/her committee as well as other Association members.
(unanimous vote)

Section 11 The Social Committee Chairman, in conjunction with his/her established committee, shall be responsible for promoting interaction among Association members, through social events that may not necessarily be veterinary medicine-related. There shall be no less than two (2) social events per semester. He/she shall also be responsible for providing refreshments at meetings, dog washes, and any other suitable events, maintaining budgets of refreshment expenses, and keeping all necessary supplies for refreshments.
(unanimous vote)

Section 12 The Executive Committee of the Pre-Veterinary Medical Association will consist of President, Vice-President, Secretary, Treasurer, Agri-Life Council Representative, Reporter/Photographer, Correspondence Committee Chairman, Fundraising Committee Chairman, Service Committee Chairman, and Social Committee Chairman. This committee will have the power to act as provided by the Constitution and By-Laws.

ARTICLE IV ADVISORS

Section 1 The Faculty Advisors shall consist of two (2) faculty members, one from the College of Veterinary Medicine and one from the College of Agriculture and Life Sciences. The Executive Committee shall select advisors for each year prior to the commencement of each Fall semester.
(unanimous vote)

Section 2 The Faculty Advisors shall advise the Pre-Veterinary Medical Association in all pertinent matters and executive decisions.

ARTICLE V MEETINGS

- Section 1 The *Pre-Veterinary Medical Association* shall hold regular meetings during the school year as provided in the By-Laws, for the purpose of conducting business and *fulfilling the Association's objectives.*
(unanimous vote)
- Section 2 The Executive Committee may postpone regular meetings or call special meetings when, in their judgment, such action is in the best interest of the *Association.*
- Section 3 A quorum shall consist of *25% of the active members.* The Executive Committee will maintain power to waive a quorum in the absence of a full 25%.
(unanimous vote)

ARTICLE VI FINANCES

- Section 1 *Members in the Pre-Veterinary Medical Association shall pay dues every semester/year in a timely fashion.* The Executive Committee shall determine the amount of dues for each year.
(unanimous vote)
- Section 2 *Fund-raising projects may be undertaken at any time during the school year by the Fundraising Committee.* These may include Dog Washes whose dates shall be set by the Executive Committee at the beginning of each semester.
(unanimous vote)
- Section 3 *Pre-Veterinary Medical Association* officers or members shall be reimbursed for *any pre-approved expenditures encountered for Association projects as determined by the Executive Committee, provided that receipts are available to verify expenses.*
(unanimous vote)
- Section 4 Funds shall be set aside for *the American Pre-Veterinary Medical Association Student Scholarship Awards. A minimum of two hundred (200) dollars shall be set aside each year for this cause.*
(unanimous vote)
- Section 5 An amount of funds shall be held over from one school year to the next school year. This amount shall be determined by the Executive Committee

but shall be no less than one thousand (1000) dollars maintained in the *Pre-Veterinary Medical Association* checking account.

- Section 6 *Pre-Veterinary Medical Association active members may be reimbursed for annual Association trips at either the conclusion of the Spring semester or whenever deemed by the Executive Committee. The amount of reimbursal shall be determined by attendance and participation at Association events and activities.*
(unanimous vote)

ARTICLE VII BY-LAWS

- Section 1 The *Association* shall establish a set of By-Laws to include operational and procedural matters. The By-Laws shall not be in conflict with this Constitution.
- Section 2 The By-Laws may be adopted, amended or suspended by two-thirds (2/3) vote of *active members*.
(unanimous vote)

ARTICLE VIII AMENDMENTS

- Section 1 The Constitution may be amended by three-fourths (3/4) vote of *active members*.
(unanimous vote)
- Section 2 An Outstanding *Pre-Veterinary Medical Association* Member shall be nominated and chosen by vote of the Executive Committee. A plaque, supplied by the Agri-Life Council, will be awarded to the Outstanding *Association* Member.

BY-LAWS

ARTICLE I VOTING

- Section 1 Voting shall be open to *both general and active members of the Pre-Veterinary Medical Association*.
(unanimous vote)
- Section 2 Voting shall be by a show of hands or by secret ballot if requested.

Section 3 *In the event of a tie, all but the top two candidates will be eliminated and a second vote will take place. In the unlikely event of a second tie, the Executive Committee's vote shall break the tie.*
(unanimous vote)

Section 4 *All officer nominees must state the number of semesters they have been active club members, as well as any other qualifications or experience that they have had.* This statement is subject to verification by club records.
(unanimous vote)

ARTICLE II MEETINGS

Section 1 *The calendar of events, including the regular meeting schedule* shall be set up before the first meeting of each fall and spring semester by the Executive Committee.
(unanimous vote)

ARTICLE III ORDER OF BUSINESS

Section 1 At all meetings of the *Pre-Veterinary Medical Association*, the order of business shall be as follows:
1. Call to Order.
2. Reports of Officers of Committees
3. *General Business*
4. Adjournment
5. *Executive Committee Meeting*
(unanimous vote)

**PRE-VETERINARY CLUB
Constitution and By-Laws
(as amended April 1993)**

ARTICLE I

NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the Pre-veterinary Club of North Carolina State University.
- Section 2. The objective of this Club is two-fold: first, to promote and stimulate interest in the field of veterinary medicine; second, to provide the Pre-veterinary student with a source of information regarding his/her chosen field of study.

ARTICLE II

MEMBERSHIP

- Section 1. Any student currently enrolled at North Carolina State University at Raleigh shall be eligible for membership.

ARTICLE III

- Section 1. Officers of the Club shall be the President, Vice-President, Secretary, Treasurer, Agri-Life Council Representative and Reporter/Photographer.

Officers shall be elected at the last meeting of each school year and shall take office at the beginning of the following school year.
- Section 2. The President shall preside at all meetings. He/she shall name all committees for which no provision has otherwise been made. He/she shall perform any customary duties of the office, including attending the Agri-Life Council meetings.
- Section 3. The Vice-President shall be responsible for arranging at least one major club function each semester as well as assisting the President in his/her duties.
- Section 4. The Secretary shall keep roll and minutes at all club and officer meetings and all other official records of the Club. He/she shall also handle any and all club correspondence.

- Section 5. The Treasurer shall keep financial records and accounts of all financial transactions of the Club. He/she shall handle all receipts and expenditures of the Club. He/she shall make Club budgets and fund requests to appropriate bodies such as the Agri-Life Council and Student Senate.
- Section 6. The Agri-Life Council Representative shall attend the Agri-Life Council meetings and report back to the Club as to the Proceedings.
- Section 7. The Reporter/Photographer shall report any and all club activities to the ALS Publication and campus newspaper and to any other appropriate publications. He/she shall be considered publicity chairman for any Club activity. He/she shall attend all Club functions to record these for the Club archives. He/she shall be reimbursed for expenses incurred in fulfilling this office as determined by the Treasurer.
- Section 8. The Executive Committee of the Club will consist of the President, the Vice-President, the Secretary, the Treasurer, the Agri-Life Council Representative and the Reporter/Photographer. This committee will have the power to act as provided by the Constitution and By-Laws.

ARTICLE IV

ADVISORS

- Section 1. The Faculty Advisors shall consist of two (2) faculty members selected from the College of Veterinary Medicine. The Advisors will consist of one senior and one junior advisor. At the end of each school year the junior advisor becomes the senior advisor. The Executive Committee in cooperation with the rising senior advisor shall select the junior advisor for the upcoming year.
- Section 2. The Faculty Advisors shall advise the Club in all pertinent matters and executive decisions.

ARTICLE V

MEETINGS

Section 1.

The Club shall hold regular meetings during the school year as provided in the By-Laws, for the purpose of conducting business and the presentation of professional and other valuable programs.

Section 2.

The Executive Committee may postpone regular meetings or call special meetings when, in their judgement, such action is in the best interest of the Club.

Section 3.

A quorum shall consist of 25% of the membership. The Executive Committee will maintain power to waive a quorum in the absence of a full 25%.

ARTICLE VI

FINANCES

Section 1.

Membership in the Club shall be determined by the payment of individual dues at the onset of each semester by the second meeting of each semester. The Executive Committee shall determine the amount of dues for each year.

Section 2.

Fund-raising projects may be undertaken at any time during the school year. These may include Dog Washes whose dates shall be set by the Executive Committee at the beginning of each semester.

Section 3.

Club officers or members shall be reimbursed for any expenditures encountered for Club projects as determined by the Treasurer.

Section 4

Funds shall be set aside for the Pre-veterinary Student Scholarship Awards. These scholarship(s) are awarded at the end of the school year according to provisions under executive order set in the award. The number and amount of the awards shall be determined by the Selection Committee.

Section 5.

An amount of funds shall be held over from one school year to the next school year. This amount shall be determined by the Executive Committee but shall be no

less than one thousand dollars maintained in the Club checking account.

ARTICLE VII

BY-LAWS

Section 1.

The Club shall establish a set of By-Laws to include operational and procedural matters. The By-Laws shall not be in conflict with this Constitution.

Section 2.

The By-Laws may be adopted, amended or suspended by two-thirds (2/3) vote of a quorum.

ARTICLE VIII

AMENDMENTS

Section 1.

The Constitution may be amended by three-fourth (3/4) vote of a quorum.

Section 2.

An Outstanding Club Member shall be nominated and chosen by vote of the Executive Committee. A plaque, supplied by the Agri-Life Council, will be awarded to the Outstanding Club Member.

BY-LAWS

ARTICLE I

VOTING

Section 1.

Voting shall be open to members only.

Section 2.

Voting shall be by a show of hands or by secret ballot if requested.

Section 3.

In the event of a tie, the President's vote shall break the tie.

Section 4.

Presidential nominees must state the number of semesters they have been active club members. This statement is subject to verification by club records.

ARTICLE II

MEETINGS

Section 1.

The regular meeting schedule shall be set up before the first meeting of each fall and spring semester by the Executive Committee.

ARTICLE III

ORDER OF BUSINESS

Section 1.

At all meetings of the Club, the order of business shall be as follows:

1. Call to order
2. Reading and disposal of previously unapproved minutes of the last meeting.
3. Reports of Officers of Committees.
4. Unfinished business
5. New business
6. Adjournment



North Carolina State University

Department of Student Development
Division of Student Affairs

Box 7314, Harris Hall
Raleigh, NC 27695-7314
(919) 515-2441
FAX: (919) 515-2376



Printed on
Recycled Paper

April 6, 1995

Kara Mueller
Pre-Veterinary Club
625-115 Cardinal Gibbons Dr.
Raleigh, NC 27606

Dear Kara:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "RSB".

Robert S. Bryan, Jr.
Associate Director
Student Development

cc: Bobby Johnson, President, Student Government
Dick Parham, Reservations, Student Center
Catherine Kuhary, Registration and Records
Reservation, Witherspoon Student Center

5/2/7

AGREEMENT

between

NORTH CAROLINA STATE PRE-VET CLUB

and

NORTH CAROLINA AGRICULTURAL FOUNDATION, INC.
NORTH CAROLINA STATE UNIVERSITY

The North Carolina State Pre-Vet Club, Raleigh, North Carolina, hereby establishes a scholarship program for veterinary students selected to attend a veterinary school cooperating with North Carolina State University. This scholarship shall be available only to veterinary students attending the veterinary school at North Carolina State University at the time the school is established and begins to enroll fulltime students. The scholarship program shall be administered according to the following provisions:

1. The North Carolina State Pre-Vet club Scholarship shall be awarded annually to a student enrolled in Veterinary School during the coming academic school year. Students who were admitted to Veterinary School after the previous year's selection committee has met shall also be eligible for consideration the following year.
2. The scholarship shall be known as the North Carolina State Pre-Vet Club Scholarship in Veterinary Medicine.
3. The selection of the recipient of the scholarship shall be made by a committee of three students, appointed by the president of the club and ratified by the members of the club. The members of the selection committee shall be ineligible to receive the award. The club advisor will participate in this committee as a non-voting member.
4. The scholarship committee shall use as a basis of selection participation in the North Carolina State Pre-Vet Club.
5. The scholarship shall be awarded annually from fund raising activities of the club at the discretion of the North Carolina State Pre-Vet Club, before the termination of the school year. The amount of the scholarship shall be contingent on club funds that are available each year.

PRE-VET CLUB

CONSTITUTION
AND
BY-LAWS

1973

PRE-VET CLUB

Constitution and By-Laws
1973

ARTICLE I
NAME AND OBJECTIVES

SECTION 1. The name of this organization shall be the Pre-Vet Club of North Carolina State University.

SECTION 2. The objective of this club is two-fold: first, to promote and stimulate interest in the field of Veterinary medicine; second, to provide the Pre-Vet student with a source of information regarding his chosen field of study.

ARTICLE II
MEMBERSHIP

SECTION 1. Any student currently enrolled in, or interested in enrolling in the Pre-Vet curriculum, shall be entitled to membership.

ARTICLE III
OFFICERS

SECTION 1. Officers of the club shall be the President, Vice-President, Secretary-Treasurer, Reporter and the Agri-Life Council Representative. Their terms shall be for one year. Officers shall be elected at the end of each school year and shall take office at the beginning of the following school year.

- SECTION 2. The President shall preside at all meetings. He shall name all committees for which no provision has otherwise been made. He shall perform any customary duties of the office.
- SECTION 3. The Vice-President shall assume the duties of the President in the event of his absence and shall assist the President in coordinating club activities.
- SECTION 4. The Secretary- Treasurer shall: (1) keep roll, minutes, and other official records of the club. He shall also handle any club correspondence, and (2) he shall handle all receipts and expenditures of the club. He shall keep financial records and accounts of all financial transactions of the club.
- SECTION 5. The Agri-Life Council Representative shall attend the Agri-Life Council meetings and report back to the club as to the proceedings. The representative shall be considered a member of the Pre-Vet executive committee.
- SECTION 6. The Reporter shall submit articles to the Brain Flower and any other appropriate publications pertaining to the Club's activities.

ARTICLE IV
ADVISORS

SECTION 1. The Faculty Advisory Committee shall consist of two faculty members selected by the Pre-Vet Club. There shall be a Junior and Senior member, each serving 2 years, the Senior being in his second year the Junior Advisor is serving his first year.

SECTION 2. The Faculty Advisors shall be members of the faculty of the School of Agricultural and Life Sciences.

SECTION 3. The Faculty Advisory Committee shall advise the club in all matters pertaining to the club.

ARTICLE V
MEETINGS

- SECTION 1. The club shall hold regular meetings during the school year as provided in the By-Laws, for the conduct of business and presentation of professional and other valuable programs.
- SECTION 2. The Executive Committee may postpone regular meetings or call special meetings when, in their judgement, such action is to the best interest of the club.
- SECTION 3. A quorum shall consist of 25% of the membership.

ARTICLE VI
FINANCES

- SECTION 1. Membership in the club shall be determined by the payment of individual dues at the onset of each semester.
- SECTION 2. Fund-raising projects may be undertaken at anytime during the school year.

ARTICLE VII
BY-LAWS

- SECTION 1. The club shall establish a set of by-laws to include operational and procedural matters. The by-laws shall not be in conflict with this constitution.
- SECTION 2. The by-laws may be adopted, amended, or suspended by a two-thirds (2/3) vote of a quorum.

ARTICLE VIII

AMENDMENTS

SECTION 1. The Constitution may be amended by three-fourths (3/4) vote of a quorum.

BY-LAWS

ARTICLE I

VOTING

SECTION 1. Voting shall be open to members only.

SECTION 2. Voting shall be by show of hands or by secret ballot if requested.

SECTION 3. In the event of a tie, the President's vote shall break the tie.

ARTICLE II

MEETINGS

SECTION 1. The regular meeting schedule shall be set up at the first of each fall semester by the executive committee.

ARTICLE III

ORDER OF BUSINESS

At all meetings of the club, the order of business shall be as follows:

- A. Call to order.
- B. Reading and disposal of previously unapproved minutes of the last meeting.

- C. Reports of Officers and Committees
- D. Unfinished business
- E. New Business
- F. Evening Programs
- G. Adjournment

CONSTITUTION AND BY-LAWS

OF THE

PRE-VETERINARY CLUB

Article I. Preamble

The aim of this club is to acquaint the members of the Pre-Veterinary Curriculum with the scope of Veterinary medicine, to promote a closer relationship between members of this club and to cause the Pre-Veterinary Curriculum to be recognized by all school and campus activities.

Article II. Name

This organization shall be known as the PRE-VETERINARY CLUB of North Carolina State College.

Article III. Membership

Section 1. Membership in this club shall be open to all students interested in Veterinary medicine and to honorary members.

Section 2. Honorary members may be approved by a two-thirds vote of the members present at a regular meeting.

Article IV. Duties and Privileges of Members

Section 1. All members shall have the right to vote and to hold office.

Section 2. The advisors and honorary members shall not be subjected to the payment of dues, nor entitled to vote or hold office.

Section 3. Upon completion of his final term, each advisor will become an honorary member.

Article V. Officers and Advisors

Section 1. The officers of this club shall consist of President, Vice-President, Secretary, Treasurer, Program Chairman and Publicity Chairman.

Section 2. There shall be two advisors.

Article VI. Executive Council

Section 1. The executive council shall consist of all club officers.

Section 2. The executive council shall meet upon the call of the president to prepare the business for the coming meeting, to co-ordinate the workings of the committees, and to decide such matters as the president shall submit.

Article VII. Duties of Officers

Section 1. It shall be the duty of the President to preside and maintain order at all meetings; to be an expounder of the constitution and by-laws; to decide all points of order; and to appoint committees not otherwise provided for. He shall make no motion, take part in no

debate, nor vote, except in the case of a tie.

Section 2. It shall be the duty of the Vice-President to preside in the absence of the President, and to assist the President when necessary.

Section 3. It shall be the duty of the Secretary to keep full and accurate minutes of all meetings and to keep a record of all members present at each meeting.

Section 4. It shall be the duty of the Treasurer to receive and take charge of regular funds of the Club. He shall keep full and correct account of all receipts and expenditures and shall report as specified in the by-laws, and shall give a full report to the Club at the last meeting of each year.

Article VIII. Terms of Office

Section 1. All officers shall hold office for one semester.

Section 2. All advisors shall serve for one school year.

Article IX. Election of Officers

Section 1. Election of officers shall be held the Monday after Thanksgiving and at the first regular meeting on or after April 10.

Section 2. All elections shall be conducted at the discretion of the presiding officer.

Section 3. The majority of votes cast shall decide the winner of an election.

Section 4. If no candidate receives a majority, the two candidates with the highest number of votes shall be voted upon to decide the winner.

Section 5. At least two weeks prior to the election, the presiding officer shall appoint a nominating committee whose duties will be to investigate and recommend the nomination of new officers.

Section 6. Advisors will be elected at the second regular meeting of the Fall semester.

Article X. Appropriation of Funds

All appropriations of funds of the Club shall require a two-thirds vote at a meeting at which a quorum is present, except that the executive council shall authorize the expenditure of sums less than \$5.00.

Article XI. Impeachment and Quorum

Section 1. A three-fourths vote of the members of the Club shall be required to impeach any officer.

Section 2. A majority of the membership of the Club shall constitute a quorum.

Article XII. Amendments and Suspension

- Section 1. Proposed amendments to this constitution and its by-laws shall be read into the minutes by the secretary at a regular meeting, and shall be voted upon at the next regular meeting. A three-fourths vote of a quorum shall be required for the adoption of any amendment.
- Section 2. This constitution cannot be suspended except by the College authorities.

Article XIII. Adoption

- Section 1. This constitution shall go into effect immediately upon ratification by the Club.
- Section 2. The signatures of three-fourths of the members as herein defined shall be required for ratification.

BY-LAWS
OF THE
PRE-VETERINARY CLUB
OF
NORTH CAROLINA STATE COLLEGE

Article I. Meetings of the Club

- Section 1. Regular meetings shall be held bi-weekly on the day designated by a majority of the members.
- Section 2. Special meetings may be called at the discretion of the President.
- Section 3. An attempt will be made to schedule meetings so as not to conflict with meetings of other clubs in the School of Agriculture.

Article II. Dues and Penalties

- Section 1. The dues of the Club will be \$2.00 per semester.
- Section 2. Members who are deficient in dues after the second regular meeting of any term shall not hold office, take part in any discussion, vote, or participate in any official activity of the Club.
- Section 3. Members dropped for violation of Section 2 above may be reinstated to full membership upon approval of the executive council and payment of all debts.

Article III. Procedure of Meetings

Following is the order of procedure that shall be used at all regular meetings of the Club.

- a. Call to order
- b. Program
- c. Reading and approval of minutes
- d. Treasurer's report
- e. Old business
- f. New business
- g. Adjournment

Article IV. Distribution of the Constitution

The Secretary shall distribute a copy of this constitution to all members of the Club.

We the undersigned do hereby adopt the above Constitution and By-Laws of the Pre-Veterinary Club of North Carolina State College and pledge our support for the enactment and enforcement of these articles.

Joe D. Howell

Stephen C. Mason

Robert J. Orrell

Robert D. Testerman

William M. Martin

Harold M. McClure

Kenneth M. Dill

James E. Kelly Jr.

James C. Martin

Jack T. Hill

Joseph W. Inscott

William C. Davis

Richard W. Adams

Zane Bowles

Victor W. Blanchard

Joe M. Hamrick

Richard H. Tally

Charles Richard Davis

Richard S. Millie

Rayford H. French, Jr.

Don Spencer Robertson

Russell J. Lott

Edward Lee Robertson

Earnest Lee Fisher