

Constitution and Bylaws

North Carolina State University Student Chapter of the International Veterinary Association of Pain Management

CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be "The North Carolina State University Student Chapter of the International Veterinary Association of Pain Management."

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

1. To promote a spirit of friendly relations among the students enrolled in the course of veterinary medicine in promoting, enhancing, and advancing the management of pain and distress in animals.
2. To provide an additional opportunity for the members to gain professional veterinary knowledge and an understanding the identification, prevention, and relief of pain in animals.
3. To facilitate the development of practice and care focusing on the management of pain in animals.
4. To provide an interest-based forum for ongoing dialogue and dispensation of information on topics related to the control of pain in animals.
5. To develop and implement strategies for expanded exposure of the organization and its resources; to recruit participants in the delivery of superior, multi-modal approaches to the management of pain in animals.
6. To create collaborative relationships with other North Carolina State University College of Veterinary Medicine student chapters and local veterinary clinics.
6. To make available to the students the opportunities offered by the International Veterinary Academy of Pain Management to its Student Chapters.

ARTICLE III - MEMBERSHIP

Section 1. Students eligible for active membership shall include all full-time students of

veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by the NC State College of Veterinary Medicine.

Section 2. Active members shall pay dues as determined by the officers.

Section 3. Members of the faculty and such others as the Student Chapter may see fit to elect shall be Honorary Members.

Section 4. Members in good Standing

- a. A member in good standing shall be defined as a member that has paid their annual SCIVAPM dues.
- b. To be considered a member in good standing at graduation for SCIVAPM membership application, the member must have met all requirements for membership in good standing for at least three years of enrollment in veterinary school.

ARTICLE IV - OFFICERS

Section 1. The officers of the Chapter shall include a president, vice-president, secretary, and treasurer. Each of these officers shall be chosen in accordance with Article I of the Bylaws and continue in office for one term or until their successors have been elected and installed. The eligibility, tenure, duties and method of election shall be described in the Bylaws.

ARTICLE V - AMENDMENTS

Section 1. Only two-thirds vote of both the officers and the members of the Chapter shall amend the Constitution in attendance at a regular meeting at which a quorum is present.

Section 2. Proposed amendments shall be presented to the Chapter for approval at least two months before final action is to be taken.

Section 3. The SCIVAPM President shall advise the International Veterinary Academy of Pain Management of any amendments to Constitution. The International Veterinary Academy of Pain Management must approve amendments before final action is taken.

ARTICLE VI - RELATIONS WITH THE INTERNATIONAL VETERINARY ACADEMY OF PAIN MANAGEMENT

Section 1. The Student Chapter shall operate under an official charter granted by the International Veterinary Academy of Pain Management.

Section 2. The Student Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution.

BYLAWS

ARTICLE I- OFFICERS

Section 1. The officers who have immediate charge of the Student Chapter affairs shall include a president, vice-president, secretary, treasurer, and on representative from each class.

Section 2. Eligibility

- a. Candidates for any Student Chapter office must be members and in good standing of the Chapter. A member in good standing shall be defined as one who has been a dues-paying member of the Chapter and who has attended 50% of all Chapter meetings while a student in veterinary school.
- b. The officers shall pass on the eligibility of all nominees for the various offices. This shall be done during the interval between the meeting at which the nominations were made and the date of the election.

Section 3. Installation

The elected officers shall assume office on the last day of the spring semester. First-year class SCIVAPM representatives shall assume office immediately upon election.

Section 4. The officers shall:

- a. Be the administrative body of the Student Chapter.
- b. Be charged with the duty of carrying out the provisions of the Constitution and Bylaws and keeping these documents current.
- c. Meet twice a month to conduct business. Absences in excess of 2 per semester by any one officer shall be addressed at the discretion of the officers. Subgroup Presidents shall be present for at least 2 of these meetings per semester to discuss club business.
- d. Pass on the eligibility of applicants for membership if deemed necessary, and upon all charges of misconduct filed against the members.
- e. Determine the annual dues with the approval by a majority vote of current SCIVAPM officers, based on national SCIVAPM dues.
- f. Permit Chapter members who are not officers to attend officer meetings, but they shall have no vote.

h. Select the depository of the Chapter's financial resources and serve as a financial committee to oversee the Chapter's financial decisions.

ARTICLE II - PRESIDENT

Section 1. The president shall be the chief executive officer of the Student Chapter.

Section 2. Election (See Articles I and XIX of the Bylaws).

Section 3. The President shall:

- a. Preside at all meetings of the Student Chapter, to be scheduled at least three times each semester by the President or Executive Board.
- b. Appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
- c. Serve as a member of the officers, ex-officio, and with the same franchise as its other members, and he shall be considered as an ex-officio member of all committees with full power to supervise and direct their work.
- d. Vote only in the case of a tie vote.
- e. Coordinate SCIVAPM election procedures in the spring semester for the following year's officers.

Section 4. The president shall hold office for one year.

ARTICLE III – VICE-PRESIDENT

Section 1. Election - (See Article I and XIX of the Bylaws).

Section 2. The Vice-President shall:

- a. Preside at all Chapter meetings in the absence of the president.
- b. Aid and assist the other Chapter officers in every way possible.
- c. Become familiar with the duties of the president and the policies of the organization.
- d. Discuss the duties of the Vice-President with the incoming Vice-President before leaving office.
- e. Attend all SCIVAPM executive board meetings.

Section 3. The Vice-President shall hold office for one year.

Section 4. The Vice-President shall automatically assume the office of the president at the termination of the incumbent president's term of office.

ARTICLE IV - SECRETARY

Section 1. Election - (See Articles I and XIX of the Bylaws).

Section 2. The Secretary shall:

- a. Attend all Chapter meetings, read past minutes, record minutes, and report correspondence.
- b. Attend all officer meetings and record minutes.
- c. Supply the IVAPM with lists and other information as may be requested from time to time.
- e. Discuss the duties of the Secretary with the incoming Secretary before leaving office.
- f. Maintain the calendar of club meeting dates for each semester.

Section 3. The secretary shall hold office for one year.

ARTICLE V - TREASURER

Section 1. Election - (See Articles I and XIX of the Bylaws).

Section 2. The Treasurer shall:

- a. Be the sole custodian of the financial resources of the Chapter and shall receive and hold all money of the Chapter in a depository selected by the officers.
- b. Keep a careful account of all Chapter income, expenses, and assets and make such disbursements as the Chapter may direct.
- c. Be responsible for the handling of funds paid to the IVAPM for student subscriptions and other items obtained from that office.
- d. Be responsible for the handling of dues paid to the Student Chapter of the International Veterinary Academy of Pain Management.

- e. Attend and report on the financial accounts at all Chapter meetings.
- f. Present a financial statement of the past year in conjunction with the proposed budget for the coming year.
- g. At the completion of the accounting year, balance the accounts and then turn the records over to a committee or agency selected by the officers for audit and IRS filing, if required.
- h. Plan the budget for each semester based on the funds available and the recommendations of the officers.
- i. Present the budget each semester and monitor cash flow.
- j. Have the sole responsibility for the Chapters' financial resources and record-keeping of all transactions.
- k. Handle dues payments to the Student Chapter of the International Veterinary Academy of Pain Management each fall and ensure the members' subscriptions are paid.
- l. Audit the T-shirt sales and work closely with the T-shirt representative.
- m. Ensure the clubs are paid for the dues of the club members and profits made in the T shirt room.
- n. Ensure sales tax is paid to the North Carolina Department of Revenue by the 15th of each month.
- o. Train the treasurer who is next elected.
- p. Upon completion of the Treasurer's term, the Treasurer shall ensure all accounts are balanced and the records are handed to the selected accountant for audit in July
- q. Attend all SCIVAPM executive board meetings.

Section 3. The treasurer shall hold office for one year.

ARTICLE VI – CLASS REPRESENTATIVES

Section 1. Election – Each class shall elect their own SCIVAPM class representative separately.

Section 2. The class representatives shall:

- a. Keep their respective class up to date on current SCIVAPM events.
- b. Attend all SCIVAPM executive board meetings.

Section 3. All the class representatives shall hold office for one year.

ARTICLE VII - FACULTY ADVISORS

Section 1. Faculty advisors shall be members of the faculty of the College of Veterinary Medicine.

Section 2. Faculty advisors shall be active or affiliate members of the IVAPM.

Section 3. Faculty advisors shall serve as advisors to the Student Chapter as a whole and shall attend all meetings of the Chapter and Executive Board.

Section 4. The members of the Chapter shall select two faculty advisors for four-year terms. One faculty advisor shall be elected every other year at the time of spring elections.

ARTICLE VIII - ORDER OF BUSINESS

Section 1. In all cases where both the Constitution and Bylaws are found insufficient, the Chapter shall employ "Rules of Order (Roberts)" as a guide.

Section 2. Unless revised, the standing agenda for Chapter meetings shall be:

1. Call to order
2. Program
3. Reading of minutes
4. Officer/Club reports
5. Unfinished business
6. New business
7. Nomination and election of officers
8. Appointments
9. Guest speakers if present
10. Adjournment

Section 3. The president, with the approval of the members present, may modify this order of business as he shall deem necessary or expedient.

ARTICLE IX - MEETINGS

Section 1. Frequency--at least three regular Chapter meetings shall be held each semester.

Section 2. The Executive Board with the approval of the Student Chapter shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this

Article.

Section 3. Special meetings may be called at any time by the president with the approval of the Executive Board. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 4. Quorum--Twenty-five percent of the membership shall constitute a quorum for the transaction of business.

ARTICLE X- ELECTIONS

Section 1. All officers shall be elected by secret ballot by SCIVAPM members in good standing in accordance with customary parliamentary procedure.

Section 2. A majority vote shall be required for election. When there is but one nominee for an office, the Chapter shall instruct the president to cast a unanimous ballot to elect.

Section 3. The current President shall supervise and coordinate all election procedures for the following year.

Section 4. Current officers shall describe their duties to the Chapter at the first meeting of each semester and encourage students to consider nominations. Nominations shall be completed at the second Chapter meeting of the spring semester. Elections will be completed before the final spring meeting, where new officers will be installed.

Section 5. The first year class SCIVAPM representative shall be selected by ballot of the class as early as possible after the beginning of the school year.

Section 7. Only members in good standing shall be privileged to vote.

Section 8. Only members of the respective class shall select by ballot their class representative.

ARTICLE XI - ASSESSMENTS AND BUDGET

Section 1. Assessments, other than dues, that are necessary to meet expenses shall require a two-thirds affirmative vote of all Chapter members.

Section 2. The budget for the coming year shall be developed and voted on by the executive board before or at the last meeting of the spring semester.

ARTICLE XII - AMENDMENTS

Section 1. The Bylaws may be amended by written resolution presented to the Student Chapter

at least one month before final action is taken. A majority vote of members present shall be required for passage.

Section 2. The President shall advise the IVAPM of any amendments to the Bylaws. Such alterations must be approved by the IVAPM before they are effective.