

CONSTITUTION OF THE
NORTH CAROLINA STATE UNIVERSITY
STUDENT CHAPTER OF THE
AMERICAN VETERINARY MEDICAL ASSOCIATION

Preamble

The purpose of the NCSU Chapter of the AVMA shall be to acquaint students with the functions of the AVMA, to encourage friendship between the various classes and faculty, to broaden the students' perspective of the veterinary profession and other fields of interest and to stimulate the development of professional attitudes. Members shall be encouraged to become active citizens in the Chapter, community and nation.

Article I - Name

The name of this organization shall be the North Carolina State University Student Chapter of the American Veterinary Medical Association.

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 College 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 deeds and actions of its members and the commendation of all worthy deeds.
5. To protect the professional and personal interests of duly qualified veterinarians.
6. To make available to the students the opportunities offered by the American Veterinary Medical Association to its Student Chapters.
7. To promote veterinary medicine as a career and to attempt to enlighten the public of the many facets of veterinary medicine.

Article III - Membership

Section 1.

Regularly enrolled students of veterinary medicine may become members of this organization by payment of dues and assessments as established by this organization.

Section 2.

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

Article IV - Executive Board

There shall be an executive body of the Student Chapter known as the Executive Board. The number of members on the Board, their term of office, the methods of selection and the filling of vacancies shall be provided for in the Bylaws.

Article V - Officers

The officers of the Chapter shall consist of a President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms and Parliamentarian. The election of these officers, their duties, terms of office and eligibility shall be provided for in the Bylaws.

Article VI - Amendments

Section 1.

The constitution shall be amended only at regular meetings and only by a two-thirds vote.

Section 2.

Proposed amendments and Bylaws shall be presented to the Chapter for approval at least two weeks before final action is to be taken.

Section 3.

The Student Chapter Secretary shall advise the Executive Vice-President of the American Veterinary Medical Association of any amendments to the Constitution or changes in the Bylaws. Such alterations must be approved by the American Veterinary Medical Association before they are effective.

Article VII - Relations with the American Veterinary Medical Association

Section 1.

The Chapter shall operate under an official charter granted by the American Veterinary Medical Association.

Section 2.

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

BYLAWS

Article I - Officers

Section 1. Eligibility

Candidates for any Student Chapter office must be members 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 Student Chapter and who has attended 50% of all Chapter meetings while a student in veterinary school. No attendance records are kept by the Chapter, but each member is responsible for his or her attendance. It is expected that an ineligible member who is nominated for office will decline such a nomination as a matter of personal integrity.

Section 2. Elections

- a. All officers shall be elected by ballot in accordance with customary parliamentary procedure.
- b. If one candidate is presented for office, a two-thirds majority shall be required for election. When two or more candidates are presented, a simple majority shall be required. If no candidate receives a majority vote, a runoff election between the two candidates with the greatest number of votes will determine the majority winner.
- c. The President shall appoint an election committee consisting of a representative of each class to supervise the voting.
- d. The election of all officers and members of the Executive Board shall be held once yearly, in the month prior to the final week of the spring semester.
- e. The newly admitted first-year class Executive Board members shall be selected by ballot vote by the class as early as possible after the beginning of the first semester.
- f. Only members in good standing shall be privileged to vote.

Section 3. Installation

The elected officers and Executive Board members shall assume office on the last day of the spring semester. First-year class Executive Board members will assume office immediately upon election.

Section 4. Duties

a. President

1. The President shall be chief executive officer of the Chapter.
2. The President shall preside at all meetings of the Chapter and of the Executive Board.
3. The President, with the approval of the Executive Board, shall appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by a cause.
4. The President shall serve as a member of the Executive Board and shall be considered an ex-officio member of all committees.
5. The President shall vote only in the case of a tie vote.
6. The President and the Treasurer together shall be authorized to disperse Emergency Fund monies in amounts not to exceed \$200.00.
7. The President shall review the functions of the office of the President with the succeeding officer.

b. Vice-President

1. The Vice-President shall preside at all meetings of the Chapter in the absence of the President.
2. The Vice-President shall aid and assist the other officers of the Chapter in every way possible.
3. The Vice-President shall become familiar with the duties of the President and policies of the organization.
4. The Vice-President shall review functions of the office with the succeeding officer.
5. The Vice-President shall serve as an ex-officio member of all committees.

c. Secretary

1. The Secretary shall attend all Chapter meetings, read minutes and report correspondence.

2. The Secretary shall attend all meetings of the Executive Board and record minutes.
3. The Secretary shall type two copies of the minutes for the Secretary's notebook.
4. The Secretary shall send a letter of "thanks" to each guest speaker.
5. The Secretary shall send other letters and reports as requested by the President.
6. The Secretary shall send a annual report to the AVMA office in Chicago by November 15 of each year.
7. The Secretary shall file minutes, correspondence, etc. in proper places at the end of the term of office.
8. The Secretary shall review functions and procedures with the new secretary and give the successor the Secretary's workbook.
9. The Secretary shall maintain a current membership list.
10. The Secretary shall be responsible for maintaining the SCAVMA bulletin board and for posting meeting times and other notices.

d. Treasurer

1. The Treasurer shall plan the budget for the term following his or her tenure in close association with the Executive Board.
2. The Treasurer shall be the sole custodian of the financial resources of the Chapter and shall receive and hold all monies of the Chapter.
3. The Treasurer shall keep a careful account of all Chapter income, expenses and assets and make such disbursements as the Chapter may direct.
4. The Treasurer shall be responsible for the handling of funds paid to the American Veterinary Medical Association for student subscriptions and other items obtained from that office.
5. The Treasurer shall be responsible for the handling of dues paid to the national Student American Veterinary Medical Association.

6. The depository of the Chapter's cash resources shall be selected by the Executive Board.
 7. The Treasurer shall present a financial statement of the past year in conjunction with the proposed budget for the coming year.
 8. At the completion of the Treasurer's tenure, the Treasurer shall balance the accounts and turn the records over for audit to a committee or agency selected by the Executive Board.
 9. The Treasurer shall issue membership cards.
- e. Sergeant-at-Arms
1. It shall be the duty of the Sergeant-at-Arms to assist the President in maintaining order.
- f. Parliamentarian
1. The Parliamentarian shall be the authority of parliamentary procedure at all meetings.
 2. The Parliamentarian shall use his/her knowledge of parliamentary procedure to assure expediency and proper conduct of meetings.
 3. The Parliamentarian shall be in charge of orienting first-year students as to elections.

Section 5. Terms of Office

- a. All officers shall serve in their elected positions for one academic year, beginning with the last day of the spring semester and ending with the day before the last day of the following spring semester.
- b. In the event that any other office shall not be filled or shall be vacated during the tenure set forth, a new officer may be appointed by the President with the approval of the Executive Board and the members of the SCAVMA Chapter.
- c. In case of emergency, all officers shall remain in office until a new officer is elected.
- d. A vote of confidence may be called for by any member for any officer. A 75% negative vote will result in that person being removed from office.

Article II - Faculty Advisors

1. Faculty advisors shall be members of the staff of the College of Veterinary Medicine.
2. Faculty advisors shall be members of the American Veterinary Medical Association.
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.
4. The advisors shall be selected by the members of the Chapter for one year with renewal at the time of spring elections if the members so desire.

Article III - Executive Board

1. The President shall be the chairman of the Executive Board.
2. The President shall preside at all meetings of the Board. The Vice-President shall serve as chairman in the absence of the President.
3. The Executive Board shall consist of the following:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Sergeant-at-Arms
 - Parliamentarian
 - Two representatives from each class
 - Standing committee chairpersons
 - Subgroup presidents
 - VETS, Inc. president
 - NCVMA representative
 - AVMA representatives
 - Student Government Senator
4. Faculty advisors are nonvoting members.
5. Term of office for the Executive Board members shall be for one academic year.
6. The Executive Board shall be the administrative body of the Student Chapter.
7. The Board shall be charged with the duty of carrying-out the provisions of the Constitution and Bylaws.
8. The Board shall direct the chairman to report on its action to the Chapter.

9. The Board shall pass judgement on the eligibility of all applicants for membership if deemed necessary and upon all charges of misconduct filed against members.
10. The Board shall decide the eligibility of the members for Chapter diplomas.
11. The Board with the majority vote of Chapter members shall determine the annual dues.
12. Members of the Chapter who are not on the Executive Board shall be permitted to attend Executive Board meetings, but shall have no vote.
13. The Executive Board shall assist the President in preparing the agenda for regular meetings.

Article IV - Committees

1. Special committees are those committees appointed by the President.

Article V - Meetings

1. Frequency - at least three regular Chapter meetings shall be held each semester.
2. The Executive Board shall decide the time, location and frequency of regular meetings insofar as this does not interfere with Section 1 of this Article. Meetings shall be posted on the SCAVMA bulletin board giving at least 72 hours prior notice of meeting times.
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 24 hours in advance.
4. Quorum - one-third of the membership in good standing shall constitute a quorum for the transaction of business.
5. In all cases where both the Constitution and Bylaws are found insufficient, the Chapter Parliamentarian shall employ "Robert's Rules of Order" as a guide.
6. The agenda for meetings shall include:
 - Call to order
 - Program
 - Reading of minutes
 - Committee reports
 - Unfinished business
 - New business

- Nomination and election of officers (when applicable)
- Appointments
- Announcements
- Adjournment

7. The President, with the approval of the members present, may modify parliamentary procedure as deemed necessary or expedient.
8. The President, with the approval of the Executive Board, may modify the agenda in any way deemed necessary.

Article VI - Assessments and Budget

1. All assessments, other than dues, necessary to meet expenses shall require a two-thirds affirmative vote of all Chapter members.
2. The budget for the coming year shall be presented at the Chapter at least one week prior to the annual election of officers, when it shall be voted on.

Article VII - Amendments

1. The Bylaws may be amended by written resolution to the Chapter at least two weeks before final action is taken. A two-thirds vote of members present shall be required for passage.
2. The Chapter Secretary shall notify the American Veterinary Medical Association of any proposed changes. These changes must be approved by the American Veterinary Medical Association before they are effective.

Article VIII - Dues

1. Dues shall be assessed according to Article III - 11 of the Bylaws.

Article IX - Chapter Delegates to the House of Delegates at the National SAVMA Symposium and the AVMA Convention

1. Delegates shall be Chapter members in good standing.
2. The maximum number of Chapter delegates sent shall be two. These shall be voting delegates. The actual number sent shall be determined by the funds provided for this purpose in the annual budget.
3. One voting delegate shall be elected annually during the SCAVMA elections prior to the final week of the spring semester. A candidate for the position of delegate shall be any veterinary student member in good standing with the

SCAVMA Chapter at the time of election. The term of the position shall be two years, beginning with the Convention between the second and third semesters. Attendance of the junior member of the delegate team at the Convention and Symposium shall always be dependent on the availability of funds in the budget. The runner-up in the delegate election will serve as alternate delegate for a term of two years.

Article X - Subgroups of the Student Chapter of the American Veterinary Medical Association

1. SCAVMA has the right to recognize various groups, formed for the educational benefit of students, as a subgroup of SCAVMA.
 - a. A subgroup of SCAVMA is defined as a group that has submitted a constitution to the SCAVMA membership and has been accepted by the general SCAVMA membership.
 - b. The subgroup should strongly recommend that its members be members of SCAVMA.
2. As a subgroup of SCAVMA, the subgroup may:
 - a. Receive a yearly allocation from SCAVMA at the beginning of the fall semester of each year, the amount to be determined by the finance committee based on the SCAVMA budget for that year.
 1. Upon receipt of this money, the subgroup must agree to plan and sponsor at least one major program during the academic year that represents the species of interest to that subgroup and that may serve to expose other SCAVMA members to fields of veterinary species related to that species.
 2. The money should be used wisely as the subgroup sees best to maintain the subgroup and/or help in sponsorship of programs for that group.
 3. The subgroup should encourage its members to participate in SCAVMA programs, events and fundraisers, and through the subgroup's own activities, it should try to promote and strengthen SCAVMA.
 - b. Request funding from SCAVMA for various speakers and club functions provided that:
 1. The subgroup submits to the SCAVMA Treasurer written notification of any anticipated funding greater than \$75.00 by September 30. This

- notification is needed to aid in development of SCAVMA's yearly budget. It is not an official request for funds and is not binding.
2. The group should base its funding request on anticipated operating expenses, assets carried from the previous year and expected income for the upcoming year. This information should be presented to the SCAVMA Treasurer in the form of a projected budget, and the request and budget information shall be reviewed by the entire finance committee in order to determine SCAVMA's yearly budget and the availability of funds.
 3. The subgroup may submit a request for funding of speakers or other events.
 - a. The request must be made in the form of a complete budget outline and submitted to the SCAVMA Treasurer for review by the finance committee at least one month prior to the function for which funding is being requested.
 - b. The SCAVMA finance committee shall review the funding request and the yearly budget of the subgroup and determine how much is to be approved based on the SCAVMA budget and the projected number of SCAVMA members who will be participating in the program for which funding is requested.
 - c. The amount to be allotted as determined by the finance committee must be presented to and voted on by the SCAVMA general body before the money can be presented.
 - d. Upon completion of the program, an actual expense report shall be presented by the subgroup to the SCAVMA Treasurer along with any unused funds. All monies must be accounted for.
 - e. Funds received must be used for the function described in the funding request only. All excess monies are to be returned to the SCAVMA Treasurer for use in future programs and functions.
 - f. The function for which funding is requested must be open to all SCAVMA members.
 4. The SCAVMA finance committee shall have the power to review emergency funding requests. Emergency funds shall be allotted as deemed necessary by the SCAVMA finance committee and as available in the SCAVMA budget. Emergency requests should arise from circumstances beyond

the subgroup's control and not from poor planning.

5. In addition to monies received from SCAVMA, each subgroup may hold two fundraisers per academic year. The fundraisers must not be in conflict with already established SCAVMA fundraisers.
 - a. Continuous sales must be outlined and approved by the SCAVMA finance committee for tax purposes.
 - b. If the fundraiser yields profits greater than \$150.00, SCAVMA shall receive 25% of the profits over the initial \$150.00 to be returned to the SCAVMA fund for speakers and events.

Article XI - Yearly Budget

1. The SCAVMA Executive Board, along with the finance committee, shall determine at the beginning of each academic year a projected budget. The budget shall be based on the following:
 - Assets carried from the previous year
 - Projected dues' receipt
 - Projected program expenses
 - Projected fundraisers
 - Projected gift monies or donations
 - Income tax payments from fundraisers
 - Yearly subgroup allocations
 - Projected entertainment costs
 - Cost of annual SAVMA Symposium
 - Projected funding requests for each subgroup based on budgets submitted from them
 - An allotted amount for emergency funding
 - Monies to be saved as a foundation for the next year's administration:
 - a. The budget will serve as a basis to determine how much money is available for SCAVMA and the subgroups to draw on for speakers and other activities.
 - b. The budget will ensure the financial soundness of SCAVMA.
 - c. The finance committee shall consider attendance at the SAVMA Symposium of utmost importance and plan funding such that each student's cost for attending is decreased as much as possible. The educational importance of the Symposium is considered the best bargain for SCAVMA's money.