



Colorado State University  
Student Chapter of the American Veterinary Medical Association (SCAVMA)

## BYLAWS

Updated and Approved November, 2004

### Article I – Officers

#### Section 1. Eligibility

Any student may be a candidate for Student Chapter Executive Board offices, as long as (s)he is a SCAVMA member in ‘good-standing.’ (Refer to Article III, Section 4 of SCAVMA Constitution for definition of ‘good-standing.’)

#### Section 2. Installation

The newly elected or appointed SCAVMA officers shall begin meeting with the current Executive Board, during the spring semester and ‘shadow’ their counterpart to learn about their role and responsibilities. The newly elected officers will have no voting privileges until their term begins (see Article I, Section 4A). Attendance by newly elected officers will be mandatory, unless excused by the current President. The current Executive Board will continue to meet to manage business of the present school year and be required to involve the newly elected officers in their duties, provide appropriate training, and assist the new Executive Board in finalizing the next academic year budget prior to the end of their term. All officer terms will end on March 31, but the outgoing officers must attend the board meetings until the end of the semester and provide summer contact information to the newly elected Executive Board and make a conscious effort to answer any questions or provide assistance when necessary. The outgoing officers will be responsible for completing all projects and/or providing the new officers with summary reports of their projects by March 31, with the exception of the Treasurer who must close out all of the financials and submit documents to the Accountant for tax preparation by June 15 or after receipt of the May bank statement.

#### Section 3. Duties

##### A. President shall...

1. Be the Chief Executive Officer of the Student Chapter.
2. Preside at all meetings of the Student Chapter unless (s)he arranges for the Vice-President to do so.
3. Appoint all standing and special committee chairpersons, with the approval of the Executive Board, and shall promptly fill any vacancies of committee chairpersons created by any cause.

4. Serve as a member and the chairman of the Executive Board, and shall be considered an ex officio member of all committees.
5. Serve as a member of the Vet Text Board and attend all scheduled meetings.
6. Serve as a member of the Honor Board and attend all scheduled meetings.
7. Review functions of the office empowered to him/her with the succeeding officer.
8. Coordinate Lunch on the Lawn for the freshman orientation in the fall.

B. Vice-President shall...

1. Preside at all meetings of the Student Chapter in the absence of the President.
2. Aid and assist the other officers of the Executive Board in any way possible.
3. Be considered an ex officio member of all committees with the full power to supervise and direct their work.
4. Review functions of the office empowered to him/her with the succeeding officer.
5. Serve as a student member of the Curriculum Committee, as established by the Dean's office and shall attend all scheduled meetings of this committee.
6. Coordinate the SCAVMA Booth at the annual James L. Voss Veterinary Teaching Hospital Open House.
7. Serve as the Chairperson of the Election Committee.

C. Secretary shall...

1. Record the minutes of each meeting of the Executive Board and general meetings, report any correspondence, and take roll at the chapter meetings.
2. Type copies of the minutes from each meeting of the Executive Board and general meetings and provide an electronic file to the Webmaster for posting on the SCAVMA Website.
3. Send letters of gratitude to persons who have been of service to the Student Chapter, as the Executive Board directs.
4. Send other letters and correspondence as requested by the President of the Executive Board.
5. Assume the responsibilities of being a reporter for the Student Chapter affairs to official publications (such as Vital Signs and the SCAVMA Website) and the AVMA Journal, when it is of interest to these publications and their subscribers.
6. Send a yearly report to the American Veterinary Medical Association (AVMA) Office Headquarters.
7. Notify the AVMA of officer changes and advisor changes whenever they occur.
8. File minutes, correspondence, etc., in the SCAVMA filing cabinet in the Veterinary Teaching Hospital (VTH) throughout the tenure of the office.

9. Review procedures with the new secretary and transfer all of the pertinent files by March 31.
10. Compile new and updated information for the SCAVMA PVM Directory from all PVM students, clubs, corporate student representatives and the College of Veterinary Medicine and Biomedical Sciences (CVMBBS).
11. Generate and maintain the SCAVMA General Calendar of Events. Coordinate scheduling all club/class meetings, wet labs and other educational meetings, such that no two meetings interfere with one another. Provide a means of scheduling conference rooms or lecture halls for all meetings.
12. Serve as Vet Text Board Secretary. Follow all responsibilities outlined in the Vet Text Board Constitution and Bylaws.
13. Perform back up of all files on the SCAVMA Laptop on a quarterly basis. Place CD in the SCAVMA filing cabinet specified in item 8 above.
14. Check the mailbox in the VTH and the folder in the Dean's Office of CVMBBS on a weekly basis. Distribute all mail to the appropriate person(s).
15. Order PVM senior, intern and resident plaques/awards as directed by the Executive Board.

D. Treasurer shall...

1. Be the sole custodian of the financial resources of the Student Chapter.
2. Receive all monies paid for dues, student journal subscriptions, donations, and any other sources of income of the Student Chapter.
3. Keep a careful account of all monies of the Student Chapter and make all necessary disbursements as directed by the Executive Board.
4. Be responsible for handling the funds paid to the AVMA for student journal subscriptions and other items required by the AVMA.
5. Be liaison between Executive Board and CVMBBS Dean's and Development Offices. Communicate the number and amount of scholarships to be distributed from the appropriate funds in writing by November 30<sup>th</sup> of each academic year to the above offices.
6. Balance the accounts throughout the academic year. At the completion of the academic year, the records should be turned over to an agency selected and approved by the Executive Board for tax preparation.
7. File the federal income tax return for the Student Chapter for the academic year of their term. The newly elected Treasurer is to assist in the compilation of documents for the accountant, as needed.
8. Establish and maintain Student Chapter membership electronic database.
9. Distribute membership cards to all dues paying members and submit a complete roster of members to the AVMA per their directions.

10. Present a quarterly financial report to the Student Chapter at the last meeting of each quarter or via Vital Signs, the Student Chapter publication. Monthly financial reporting to the Executive Board is required.
11. Review procedures with the newly elected Treasurer prior to the end of the current Treasurer's term and transfer all accounts and financial records by June 15. The outgoing Treasurer shall have all pertinent documents and files for tax preparation to the Chapter's Accountant by June 15. Signing of the final tax documents is the responsibility of the outgoing Treasurer.
12. The newly elected Treasurer shall coordinate a tentative budget to be submitted to the new Executive Board, for approval, at the beginning of their term.
13. Serve as the Chairperson of the Budget Committee.
14. Serve as coordinator of the Emergency Loan Fund. Please see the pertinent Emergency Loan Fund documents for further description of this responsibility.

E. President Emeritus shall...

1. Attend all Executive Board and general meetings.
2. Provide direction to the officers of the Executive Board related to their position and responsibilities.
3. Provide guidance to the President.
4. Provide historical components to all discussions.
5. Serve as a member of the Vet Text Board and attend all scheduled meetings.

F. Class Representatives shall...

1. Be elected during the Class elections. Each class shall have one (1) representative, with the exception of the senior class, which shall have two (2).
  - a) Senior Class Representatives shall...
    - 1) Split the responsibility of attending all scheduled Executive Board and general meetings. If both seniors are in attendance, only one vote may be cast.
    - 2) Represent his/her classmates faithfully.
  - b) Junior Class Representative shall...
    - 1) Attend all Executive Board and general meetings.
    - 2) Represent his/her classmates faithfully.
    - 3) Coordinate the SCAVMA Advisor Program.
    - 4) Coordinate nominations and voting for senior, intern and resident awards.
    - 5) Distribute and post all communications from Executive Board.

- 6) Serve as a Student Representative on the South Campus Environmental Health and Safety Committee (SCEHSC) and attend all scheduled meetings.
- c) Sophomore Class Representative shall...
- 1) Attend all Executive Board and general meetings.
  - 2) Represent his/her classmates faithfully.
  - 3) Plan and carry out at least one (1) SCAVMA Friday Afternoon Club (FAC) event per semester. The FAC is an event meant to foster camaraderie between veterinary students, faculty and staff.
  - 4) Assist the Junior Class Representative with the SCAVMA Advisor Program
  - 5) Distribute and post all communications from Executive Board.
- d) Freshman Class Representative shall...
- 1) Attend all Executive Board and general meetings.
  - 2) Represent his/her classmates faithfully.
  - 3) Assist Sophomore Representative with SCAVMA Advisor Program.
  - 4) Distribute and post all communications from Executive Board.

G. Club Representative shall...

1. Be nominated and elected by the Club Presidents at a meeting called by the SCAVMA Executive Board .
2. Elections for the Club Representative shall take place during the spring semester, before the newly elected SCAVMA Executive Board has taken office. The Club Representative will then begin their term when the new SCAVMA Executive Board takes office.
3. Represent the Clubs faithfully and be liaison between the Executive Board and the Clubs.
4. Coordinate budget requests with the SCAVMA Treasurer and present any additional or special funding requests to the Executive Board by scheduling agenda time with the SCAVMA President.
5. Collect and maintain all contact information for all Club Officer positions and provide copies to the Executive Board and CVMBS Dean's Office.
6. Collect all pertinent updates for the SCAVMA PVM Directory related to the Club descriptions at the beginning of this publication. Provide this information to the SCAVMA Secretary prior to the completion of tenure (academic year), such that summer contact information of all Clubs is available to the Executive Board for summer communication and preparation for the next academic year.
7. Assist in coordinating 'Lunch-on-the-Lawn' with Executive Board.
8. Serve as a member of the Budget Committee.

H. International Veterinary Student Association (IVSA) Representative shall...

1. Attend all Executive Board and general meetings.
2. Attend at least one (1) IVSA congress or symposium.
3. Interact with IVSA on a global basis.
4. Interact with SAVMA National International Exchange Officer (NIEO).
5. Communicate with other SCAVMA IVSA Representatives.
6. Assist PVM students with international educational and travel opportunities.

I. Vital Signs Editor shall...

1. Produce and distribute three (3) issues of the Student Chapter's publication, 'Vital Signs,' per semester or a total of six (6) per academic year.
2. Establish the due dates of all submitted articles and communicate that schedule to the Executive Board and all PVM students.
3. Collect or appoint someone to collect all "Club News" from all SCAVMA sponsored clubs and compile brief articles into a two-page layout for each issue.
4. Determine content and create a layout for each issue.
5. Receive distribution lists and publishing contacts from the previous year's editor.
6. Be the direct supervisor of the Vital Signs staff, including Assistant Editor.
7. Interview and select an Assistant Editor, who understands that they will be trained to be the Vital Signs Editor the following academic year.
8. Determine the Vital Signs recommended annual budget in conjunction with the SCAVMA Treasurer. The Executive Board shall determine the final allocated budget based on this recommendation.
9. Provide copy of the published issue and the printer's invoice as receipt to the Treasurer in order to receive the Editor's stipend.
10. Provide receipts to the Treasurer for reimbursement of gift certificates, final contributors' appreciation dinner, supplies, etc., provided that these items are part of the approved Vital Signs annual budget.

J. SAVMA Delegates shall...

1. Hold office for two (2) years.
2. Be nominated and elected to their position during the freshman year of the PVM program. During the first year of tenure, he/she shall be referred to as the 'Junior Delegate.' During the second year of tenure, he/she shall be referred to as the 'Senior Delegate.'

3. Attend all Executive Board and general meetings.
4. Attend all four (4) SAVMA House of Delegates meetings, as follows:
  - a) AVMA Convention during summer following freshman PVM academic year.
  - b) SAVMA Symposium during spring semester of sophomore PVM academic year.
  - c) AVMA Convention during summer following sophomore PVM academic year.
  - d) SAVMA Symposium during spring semester of junior PVM academic year.
5. Coordinate Student Chapter travel to the SAVMA Symposium. Determine travel and accommodation options. Develop proposal of costs associated with such a trip for those students committed to attending and present to Executive Board for approval. Work with CVMBS Dean's Office to determine options for PVM students who are committed to attending the Symposium, in the event that the Symposium does not occur during CSU's Spring Break.
6. Provide information to Executive Board and Student Chapter regarding SAVMA and House of Delegate committees.
7. Be the liaison and student representatives of SCAVMA.

K. Webmaster shall...

1. Have reasonable knowledge of server interactions and html.
2. Learn WebCT designing and improve web page skills if not up to par.
3. Be a quick learner and problem-solver with software.
4. Have an understanding or willingness and capacity to use the following software: Cold-Fusion, Access and Excel.
5. Edit the provided templates of the various web pages.
6. Monitor and maintain the SCAVMA General Calendar on the website for all club and school activities.
7. Participate on committees, as deemed necessary.
8. Be expected to attend all SCAVMA Executive Board meetings.
9. Design and update SCAVMA web pages.
10. Design and update WebCT pages and surveys.
11. Serve as a member of the Election Committee.

Section 4. Tenure

- A. All officers shall serve in their elected positions for one academic year. This begins on April 1 and continues until March 31 of the following year.
- B. The President shall serve one academic year as described in Section 4A above, and thereafter shall assume the office of President Emeritus and serve in that capacity for the next academic year.
- C. In the event the office of President is vacated, the Vice-President will assume the office of President until an election can be held. The election of a new president is to be held at the earliest possible time.
- D. In the event that any elected officer, other than the President, should fail to assume office or should vacate an office, it will be the duty of the Executive Board to appoint an officer to serve in that position until an election can be held. This election shall be held at the earliest possible time.
- E. All officers shall remain in office until a replacement is appointed or elected.
- F. Refer to Article I, Section 2. Installation

## Article 2 – Faculty Advisor

### Section 1. Eligibility

- A. The Faculty Advisors shall be members of the faculty of the College of Veterinary Medicine and Biomedical Sciences (CVMBS) at Colorado State University.
- B. The Faculty Advisors shall be members of the AVMA at the time of the election and tenure.
- C. The Executive Board shall nominate Faculty Advisors. The nominations are then reviewed and approved by the Dean's office. Upon approval, the SCAVMA President shall provide a letter of nomination to each nominee. The nominees have the right to decline the nomination.
- D. The Executive Board shall elect one Faculty Advisor from the remaining nominees by two-thirds (2/3) of quorum. The Executive Board shall announce the new Faculty Advisor via electronic mail to the entire college (CVMBS).
- E. Faculty Advisors may run for re-election, with no set limit on number of terms.

### Section 2. Tenure

- A. They shall serve a one-year term as co-advisor, and a one-year term as advisor to the Student Chapter and are urged to attend all meetings of the Student Chapter and Executive Board during their tenure. Both advisory positions are non-voting members of the Executive Board.
- B. A new co-advisor will be elected at the same time the chapter officers are elected and shall serve for the same time period. The following year, the co-advisor will assume the advisor position, with the election of another individual to serve as co-advisor.

## Article 3 – Executive Board

- A. The President shall be the Chairperson of the Executive Board.

- B. The President shall preside at all meetings of the Executive Board. The Vice-President shall preside at the meetings in the absence of the President.
- C. The Executive Board shall consist of the following: President, President Emeritus, Vice-President, Secretary, Treasurer, two (2) National SAVMA Delegates, Club Representative, Vital Signs Editor, Webmaster, International Veterinary Student Association Representative and one (1) Class Representative from each PVM class, except the Senior Class Representative shall be shared by two (2) senior PVM students.
- D. Only members of the Executive Board as outlined in Paragraph C shall have voting privileges at Executive Board meetings except as follows:
  - a. The Senior Class Representatives share one vote.
  - b. The Vital Signs Editor and Webmaster are non-elected, paid positions and therefore do not have voting privileges.
  - c. Any officer holding more than one position may only vote once and only one office counts toward the quorum.
  - d. The President may only vote in the event of a tie.
- E. The Executive Board shall be the administrative body of the Student Chapter and shall be charged with the duty of carrying out the provisions of the Constitution and administrative Bylaws.
- F. The Executive Board shall meet no less than once per month during the academic year, at a time to be determined by the President.
- G. The Executive Board shall be obligated to report its actions to the Student Chapter members via publication of Executive Board Meeting Minutes posted on the SCAVMA Website or through Vital Signs, the organization's publication.
- H. The Executive Board shall rule on the eligibility for membership in the Student Chapter if not provided for in the Constitution and Bylaws.
- I. The Executive Board, by majority, shall determine the annual dues or any changes in annual dues in addition to the membership fees levied by the AVMA.
- J. The Executive Board shall select the repository for the Chapter's monetary resources.

## Article 4 – Committees

### Section 1. Standing Committees

- A. The President shall appoint chairpersons of all standing committees with the approval of the Executive Board.
- B. Approved committee chairpersons will select committees as they see fit to carry out the duties assigned to them. If more than four members are required for a specific committee, the chairperson of that committee will insure each of the four classes is represented.
- C. The Budget Committee shall be recognized as a standing committee of the Executive Board with the charter of maintaining the Budget Guidelines, collecting and reviewing all Club Funding Requests, and

presenting recommendations to the Executive Board. The Treasurer shall be the Chairperson and the Club Representative, plus two other Executive Board members shall be members of this committee.

- D. The Election Committee shall be recognized as a standing committee of the Executive Board with the charter of developing guidelines for the annual SCAVMA Executive Board elections and overseeing the nomination process and elections. The Vice-President shall be Chairperson and the Webmaster, plus two other Executive Board members shall be members of this committee.

## Section 2. Special Committees

Those committees being appointed by the President with the approval of the Executive Board, other than standing committees already designated in Section 1 of this Article, shall be considered Special Committees. Guidelines for the operation and membership of such committees shall follow those as specified for standing committees (see Section 1B of this Article).

## Article 5 – Elections

- A. Elections are to occur in the spring semester of the academic year. Any SCAVMA member, in good standing (see the Constitution, Article III, Section 4 for definition), may be a candidate for an Executive Board position. Nominations will be accepted the first two weeks of spring semester. The election shall occur during the first full week of February, with the election closing on that Friday. All newly elected officers shall be announced to the Student Chapter via e-mail by the Friday following the closure of elections.
- B. The office of President is open only to sophomore PVM students at time of the election. National delegates are elected as freshman students and serve a two-year term. Vice-President, Treasurer, Secretary, IVSA Representative and Webmaster may come from any class. Class Representatives are elected by and from their respective classes. Club Representative shall be nominated and elected by the Club/Class Presidents in a special meeting called by the SCAVMA President at the end of the academic year. Vital Signs Editor shall be the Vital Signs Assistant Editor from the previous academic year. The current Webmaster shall interview all prospective applicants, in order to determine whether their skills are appropriate for the position.
- C. All Student Chapter members that are in good standing elect all positions, other than class representatives. All SCAVMA members, in good standing, are eligible to vote in elections.
- D. The format of the elections will be planned by an election committee and approved by the executive board. The election committee will conduct the entire election.

## Article 6 – General Meetings

- A. The Student Chapter general meetings will be held on an annual basis during the academic year. At least one (1) Student Chapter general meeting shall be held each year.
- B. The Executive Board shall decide as to the time, location, and frequency of the Chapter meetings insofar as it does not conflict with the first paragraph of this Article. The Executive Board shall assume the responsibility for composing a schedule of all the general meetings and distributing a copy of this schedule to all members of the faculty engaged in instruction of Student Chapter members of any of the professional classes as soon as possible after the academic year begins.

- C. The President, with the approval of the Executive Board, may call special meetings at any time. Special meetings shall be well publicized at least 48 hours in advance.
- D. A majority vote of those attending is required for the transaction of business.
- E. In cases where both the Constitution and Bylaws are found insufficient, “Robert’s Rules of Order” shall be employed as a guide to expedite matters.
- F. The order of the meeting shall be as follows:
  - 1. The President, with the approval of the Executive Board, shall determine the order of the meeting, when a program is scheduled. This method will be used to expedite meetings for the benefit of the speaker.
  - 2. When a meeting without an agenda is called, the order of the meeting shall be as follows:
    - a. Call to Order
    - b. Reading of Any Previous Meeting Minutes
    - c. Committee Reports
    - d. Unfinished Business
    - e. New Business
    - f. Appointments
    - g. Adjournment
  - 3. The President, with the approval of the Student Chapter members represented, may modify parliamentary procedure as deemed necessary or expedient in reference to the matters on the floor.

## Article 7 – Assessments

All assessments required to meet expenses of the Student Chapter, other than dues, shall be determined by the Executive Board and shall require a two-thirds affirmative vote of the quorum of the Executive Board before the assessment can be levied.

## Article 8 – Referendum Voting

With popular approval and subsequent adoption by the Executive Board, a major issue proposal may be brought forth, in motion form, for a referendum vote in accordance with the following:

- A. The members voting on any given measure must be currently enrolled in the PVM program of CVMBS and must be a member in good standing, as defined in the SCAVMA Constitution.
- B. The measure will be proposed by each Class Representative to his/her respective class, at an announced class meeting, at least three days prior to the voting date.
- C. The voting shall be accomplished by secret ballot or via electronic ballot, without any debate, on the voting date. A ballot box will be made available from 8:00 a.m. to 5:00 p.m. on the day of the actual referendum vote or via electronic ballot.
- D. A simple majority of the eligible voting Student Chapter members shall constitute acceptance of the measure proposed.

- E. Recall of a referendum vote requires petitioning by forty percent (40%) of the Student Chapter members in good standing.

## Article 9 – Amendments

- A. The Bylaws may be amended by written resolution presented to the Executive Board at least two (2) readings before final action is taken. An affirmative vote of two-thirds (2/3) of the quorum present shall be required for passage. Quorum shall be defined as two-thirds (2/3) of the Executive Board members, as defined in Article V of the Constitution. In the event that a Class Representative from the Senior PVM Class and/or the President Emeritus is not in attendance, their votes are removed from the overall quorum requirement. The classes will be made aware of the changes and given the opportunity to voice their opinion prior to voting.
- B. The Chapter Secretary shall notify the AVMA of any changes, which are subject to approval by the AVMA.