

## CONSTITUTION

### The Washington State University Student Chapter of the American College of Veterinary Internal Medicine

#### Article I NAME

*Section 1.* The name of this organization shall be The Washington State University Student Chapter of the American College of Veterinary Internal Medicine (ACVIM), herein referred to as the “Chapter”.

*Section 2.* Students involved in the Chapter shall be called Student Affiliates of the American College of Veterinary Internal Medicine. Students *shall not* be called or known as members.

*Section 3.* The Chapter shall operate under an official charter granted by the American College of Veterinary Internal Medicine.

*Section 4.* The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution; the Constitution and Bylaws of the American College of Veterinary Internal Medicine; or the policies and procedures of the American College of Veterinary Internal Medicine concerning Student Chapters.

#### Article II OBJECTIVES

*Section 1.* The purpose of the Chapter is to promote the specialties of cardiology, neurology, oncology, large animal internal medicine, and small animal internal medicine through the advancement of knowledge to veterinary medical students. To this end the Chapter will function in the following capacities:

1. To disseminate information about the function of the American College of Veterinary Internal Medicine and its various specialties to its student affiliates.
2. To encourage pursuit of advanced training (internships or residencies) in the various specialties of American College of Veterinary Internal Medicine by the Chapter student affiliates.
3. To encourage student affiliates to pursue activities related to cardiology, neurology, oncology, large animal internal medicine, and small animal internal medicine such that they are able to gain exposure and experience in this area outside of the classroom, and facilitate their own understanding of the discipline.
4. To encourage student affiliates to work closely with the American College of Veterinary Internal Medicine and the American College of Veterinary Internal Medicine Foundation to develop fundraising activities so the Chapter may organize related workshops, as well as supplement travel expenses to the ACVIM Forum.

**Article III**  
STUDENT AFFILIATES

*Section 1.* Student Affiliates of the Chapter shall be limited to students, in good standing, enrolled in the professional veterinary curriculum of an American Veterinary Medical Association accredited training institution.

*Section 2.* Each Chapter may have mentors consisting of:

- a. American College of Veterinary Internal Medicine Residents currently enrolled in College-approved Residency Training Programs established by that college or training institution. Mentors shall serve as contacts for students who wish to pursue Board-certification after graduation.

**Article IV**  
OFFICERS & FACULTY ADVISORS

*Section 1.* To direct the activities of the Chapter, the following officers and committee members shall serve for the entire academic year: President, Vice-President, and Secretary-Treasurer. Mentors shall be ineligible to hold office.

*Section 2.* The President, Vice-President, and Secretary-Treasurer shall have been a Chapter student affiliate for at least one complete year before being elected. The first officers of the Chapter shall be exempt from this requirement.

*Section 3.* Any officer may be reelected for any number of successive terms, or may be replaced before completion of their term by a majority vote by the chapter's student affiliates.

*Section 4.* The Chapter may have up to two Advisors who shall be elected by the student affiliates of the Chapter by a nomination procedure as specified in the chapter's Bylaws. All Advisors shall be Diplomates in good standing of the American College of Veterinary Internal Medicine. While both Advisors may be from the faculty of the University or College where the Chapter is organized, one of the Advisors may be an American College of Veterinary Internal Medicine Diplomate who is not affiliated with the University or College. At least one Advisor must be on faculty at the University or College. Advisors shall be elected to a two-year term.

*Section 5.* Names of potential mentors will be submitted by the Advisor and elected by a majority of the student affiliates of the Chapter.

**Article V**  
CUSTODY OF THE CONSTITUTION AND BYLAWS

*Section 1.* A copy of the Constitution and Bylaws shall be in the possession of the President of the Chapter.

*Section 2.* A copy of the Constitution and Bylaws shall be in the possession of the Advisor(s) of the Chapter.

*Section 3.* A copy of the Constitution and Bylaws shall be in the possession of the American College of Veterinary Internal Medicine.

*Section 4.* The school or training program where the Chapter is located may require additional copies of the Constitution and Bylaws.

*Section 5.* Each of the aforementioned officers shall promptly deliver his/her copy to their successor.

**Article VI**  
AMENDMENTS TO THE CONSTITUTION

*Section 1.* Any student affiliate of the Chapter may propose amendments to the Constitution at any regular meeting.

*Section 2.* Any proposed amendment to the Constitution shall be distributed to all Chapter student affiliates with a recommendation at least 30 days prior to counting of a mail ballot, e-mail ballot or voice vote of the student affiliates.

*Section 2.* Adoption of an amendment shall be by two-thirds vote of all student affiliates attending a subsequent regular meeting, provided that such two-thirds majority shall include at least half the student affiliates of the Chapter.

*Section 3.* All amendments shall be reviewed and approved by the Board of Regents of the American College of Veterinary Internal Medicine prior to their becoming effective.

## **BYLAWS**

### **Student Chapter of the American College of Veterinary Internal Medicine**

#### **Article I**

##### **ELECTION OF OFFICERS AND ADVISORS**

*Section 1.* Election of the officers listed in Article IV of the Constitution for the subsequent academic year shall take place no later than the next to the last Chapter meeting of each academic year.

*Section 2.* Nomination for President shall be by written ballot. If there are two or more candidates for the office of President, the final choice between the two nominees receiving the first and second largest number of nominating ballots shall then be made by written ballot.

*Section 3.* The remaining officers shall be elected by the same procedure, and may be included on the same ballot as the President, in the order in which they are listed in Article IV of the Constitution.

*Section 4.* In the event that there is only one nominee for an office, that person shall be deemed elected if there are no additional nominees.

*Section 5.* Advisor(s) shall be elected no later than the last meeting of the academic year in which the current Advisor's term expires. Nomination for Advisor shall be by written ballot after a willing American College of Veterinary Internal Medicine Diplomate has been identified and has agreed to participate. Choice between the two nominees receiving the first and second largest number of nominating ballots shall then be made by written ballot. Chapters with two co-Advisors should provide for continuity by electing one Advisor every year to a two year term. For the inaugural year of the Chapter, one advisor shall be elected to a one year term and another elected to a two year term. Advisors may be reelected for any number of successive terms, or may be replaced before completion of their terms by a majority vote of the Chapter student affiliates. When any Advisor is unable to serve, a new Advisor shall be elected by the student affiliates to serve the remainder of the unexpired term.

#### **Article II**

##### **DUTIES OF OFFICERS**

*Section 1.* The President shall be the chief executive officer of the Chapter, shall preside at all meetings, and shall serve as an ex-officio member of any committees formed by the Chapter.

*Section 2.* The Vice-President shall assist the President in the performance of his/her duties and shall preside in the absence of the President at Chapter meetings and shall succeed to the office of the President should that office be vacated.

*Section 3.* The Secretary-Treasurer shall be the sole custodian of the financial resources of the Chapter and shall collect dues and fees promptly. He/she shall keep adequate financial records and permit their inspection by any other officer of the Chapter or by the Advisor or by the Executive Director of the American College of Veterinary Internal Medicine upon request. Upon request of the President, he/she shall present an oral financial report at any meeting of the Chapter. He/she shall present a complete and final written financial report at the last meeting of each school year, and at that time he/she shall deliver to his/her successor all Chapter records and funds in his/her possession. A copy of the final report shall be submitted to the Executive Director of the American College of Veterinary Internal Medicine. The Secretary-Treasurer of the Chapter shall preside at meetings of the Chapter in the absence of the President and Vice-President. The Secretary-Treasurer shall take and keep written minutes of all meetings. He/she shall preserve all papers relating to the affairs of the Chapter and deliver the same promptly to their elected successor.

*Section 4.* Mentors shall not constitute more than fifty percent of the total number of student affiliates in the Chapter. The mentor's role shall include sharing his or her post-graduate learning experiences with the student affiliates of the Chapter and assist with the functions of the Advisor(s).

### **Article III**

#### **DUES**

*Section 1.* The dues required for student affiliates shall be determined by the individual Chapter and must be at least \$15 per student affiliate, per academic year.

### **Article IV**

#### **BENEFITS**

*Section 1.* The Chapter may be involved in the organization of scholarly activities, speaking engagements, and symposiums that will benefit and help educate the Chapter's student affiliates.

*Section 2.* Student affiliates will be educated on the referral process and how to develop referral relationships after graduation.

*Section 3.* Student affiliates will have access to a comprehensive listing of those veterinary hospitals across North America with specialists in the various fields of large animal internal medicine, small animal internal medicine, cardiology, neurology, and oncology which offer preceptorships.

*Section 4.* Student affiliates will receive a free on-line subscription to the *Journal of Veterinary Internal Medicine (JVIM)* via their University or College's library access, complimentary ACVIM Forum registration, to a listserv, and access to a chat board with monthly on-line rounds. These benefits are subject to change as determined by the American College of Veterinary Internal Medicine from time to time.

**Article V**  
MEETINGS

*Section 1.* All chapters will have at least one (1) meeting quarterly (i.e. four [4] per academic year).

**Article VI**  
DISSOLUTION

*Section 1.* In case of dissolution, locally acquired funds shall remain with the Washington State University Student Chapter of the American Veterinary Medical Association. Any funds provided by the American College of Veterinary Internal Medicine within the year shall be transferred to the American College of Veterinary Internal Medicine for veterinary educational purposes, as determined by the Board of Regents.

**Article VII**  
AMENDMENTS TO THE BYLAWS

*Section 1.* Any student affiliate of the Chapter may propose amendments to the Bylaws at any regular meeting.

*Section 2.* Any proposed amendment to the Bylaws shall be distributed to all Chapter student affiliates with a recommendation at least 30 days prior to counting of a mail ballot, e-mail ballot or voice vote of the student affiliates.

*Section 3.* Adoption of an amendment shall be by two-thirds vote of all student affiliates attending a subsequent regular meeting.

*Section 4.* All amendments shall be reviewed and approved by the Board of Regents of the American College of Veterinary Internal Medicine prior to their adoption.