

**Washington State University  
Student Chapter of the Association of Shelter Veterinarians**

**Article 1: Name**

The name of this organization shall be:

*The Washington State University Student Chapter of the Association of Shelter Veterinarians (SCASV)*

**Article 2: Mission**

Student chapters must uphold the mission of the Association of Shelter Veterinarians (ASV):

*"As an advocate for the profession of shelter veterinary medicine, the Association's mission is to advance the practice of shelter medicine and to further veterinary education and research as it relates to animals' health in shelters."*

**Article 3: Objectives**

The objectives of this organization shall be:

- To promote the importance of the specialty of shelter medicine in veterinary medicine and to raise student awareness of issues pertaining to homeless animals and pet overpopulation, which may include:
  - the mission of animal control and humane shelters and the role of the shelter veterinarian
  - prevention, management and control of infectious disease and trauma in the shelter setting
  - shelter animal behavioral evaluation, prevention and management of confinement related behavioral disorders, stress management, training and rehabilitation of shelter animals
  - high volume and early age spay/neuter, trap-neuter-release and other pet sterilization methods
  - the veterinarian's role in animal cruelty recognition and reporting
- To encourage camaraderie among veterinary students with an interest in animal shelter medicine
- To provide educational opportunities for veterinary students related to the practice of shelter medicine through guest speakers, wet labs and other formats
- To assist students in participating in externships with practicing shelter veterinarians
- To provide a venue for veterinary students to support local shelters or other programs designed to help homeless animals recognizing that students are not practicing veterinarians and are subject to limitations on that basis.
- To create and maintain an affiliation between the Student Chapter members and members of the Association of Shelter Veterinarians (ASV)

- To act as a communication link between practicing shelter veterinarians and veterinary students via the ASV newsletter and the ASV list serve
- To allow mention of SCASV membership on curriculum vitae to demonstrate interest in shelter medicine to prospective veterinary employers

#### **Article 4: SCASV Membership**

1. To be a member in good standing, the following standards must be met:
  - a. A member must be a full or part time veterinary student enrolled in accredited veterinary school
  - b. Members must attend at least one SCASV meeting per year
  - c. Members must pay annual dues set by the club officers.
  - d. Members must vote in ballots.
2. Membership shall not be restricted nor shall discrimination occur on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, physical, sensory or mental disability, marital status, protected veteran status (including Vietnam-era veteran, disabled or recently separated veteran).
3. A student chapter must consist of at least 3 veterinary students. An updated list of members must be submitted annually at the time the chapter membership in the ASV is renewed.
4. The membership for an entire chapter in the ASV will be equal to the cost of a graduate DVM membership. The ASV will send one newsletter to the Chapter President, who will distribute this information to the group. Student chapters will receive one Yahoo ID to permit access to the shelter vet online discussion group (<http://groups.yahoo.com/group/shelternvet>)
5. Students desiring individual membership may join at the usual student rate.
6. Each student chapter of the ASV must be financially self sufficient. No financial support is available from the ASV. Chapters may raise money to offset membership costs, promote educational experiences for chapter members, hold educational events for chapter members and for students, and for specific projects that pertain to the practice of shelter veterinary medicine..
7. Each student chapter is strongly encouraged to contribute at least one story per year to the ASV newsletter about Chapter activities, and to post a chapter profile on the ASV website ([shelternvet.org](http://shelternvet.org)). Student chapters are also encouraged to maintain contact with the ASV Student Liaison regarding club activities. Our goal is to share ideas with other student chapters on how to encourage and develop the study of shelter medicine.

#### **Article 5: Amendments**

1. Proposed Chapter Constitution or Bylaw amendments shall be presented in writing to the SCASV President.
2. Passage of an amendment requires a majority vote of the members of SCASV executive board.

#### **Article 6: Relations with the Association of Shelter Veterinarians**

1. The Chapter shall operate under an official charter granted by the Association of Shelter Veterinarians, and in accordance with this Constitution and By Laws.
2. The first step to starting a Student Chapter of the ASV is to send a letter of intent to the ASV Student Chapter Coordinator requesting a copy of the Constitution and Bylaws.
3. Within one year of submitting the letter of intent, each Student Chapter must vote on and approve the ASV Constitution and Bylaws for their Student Chapter. If this is not completed, a new letter of intent must be submitted to the ASV Student Chapter Coordinator.
4. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
5. Each Student Chapter must have an advisor who is an active member of the ASV.
6. Each Student Chapter must provide the ASV Student Liaison annually with contact information for the Chapter President, a list of officers, the number of members, and the name of the Chapter Advisor. (See article 7).

## **BYLAWS**

### Article 1: Officers and Executive Board

1. The term of office for all officers shall be one year.
2. Each Chapter must have a President, Vice-president and Treasurer, and may also have a Secretary.
3. There is no limit on the number of times a person may hold an office.

### Article 2: The President

- 1) The President shall be the chief executive officer of the Chapter.
- 2) Duties:
  - a. The President (when present) shall preside at all meetings of the Chapter.
  - b. The President shall be an ex-officio member of all committees.
  - c. The President may appoint members to any committee.
  - d. The President shall review the objectives of the student Chapter at the first meeting of each new year.
  - e. The President shall be responsible for communicating with the ASV Student Liaison.

### Article 3: The Vice-president

#### 1) Duties:

- a. The Vice-president shall preside at Chapter meetings in the absence of the President and shall take over the responsibilities of the President should he or she be unable to complete his or her term of office.
- b. The Vice-president shall sign as President-Elect on Registered Student Organization paperwork.
- c. The Vice-president shall help maintain the club website.

### Article 4: The Secretary

#### 1) Duties :

- a. The secretary shall determine the number of members in attendance and record the minutes of the chapter meetings. If no secretary is present, these duties will be undertaken by the Vice-president, Treasurer, or other designated officer.
- b. The secretary shall post the minutes of each chapter meeting within one week following the meeting. Chapters are encouraged to forward meeting minutes to the ASV Student Liaison.
- c. The secretary shall be responsible for maintaining a permanent file of the Chapter's Business and/or the club website.
- d. The secretary shall maintain a list of member e-mail addresses and shall send out e-mails regarding club activities to all members.

### Article 5: The Treasurer

#### 1. Duties:

- a. The Treasurer shall be the sole custodian of the financial resources of the Chapter and shall, together with the other Executive officers, ensure compliance with WSU RSO guidelines, particularly those concerning finances and accounting for finances. He or she shall keep a detailed account of these funds and make such disbursements as the Chapter may direct, so long as in accordance with WSU RSO requirements. A separate checking account shall be in effect for Student Chapter Business through WSU RSO/Student Affairs.
- b. The Treasurer and the President shall be the sole purchasing agents of the Chapter and shall comply with WSU RSO guidelines/policies.

c. The Treasurer shall be responsible for collecting dues and other funds, issuing receipts, and keeping an active roster in compliance with WSU RSO policies.

d. The Treasurer shall file a written report at the end of the term detailing the past year's transactions. A copy of this annual finance report shall be forwarded to the ASV Student Liaison. Further, the Treasurer shall comply with any other accounting provisions required by WSU RSO guidelines or policies.

#### Article 7: SCASV Advisors

1) One advisor shall be selected by the Student Chapter who is a faculty member at the same school, and a member or willing to become a member of the ASV.

2) The advisor(s) shall serve as an advisor to the Chapter and as a liaison between the Chapter and the ASV, faculty, and practitioners offering shelter medicine externships.

3) An advisor's term of office shall be one year and may be renewed by the Chapter.

4) The advisor shall approve any speaker or event offered by the Student Chapter of the ASV.

#### Article 8: Elections

1) Elections shall take place in March of the spring semester in order for new officers to attend Registered Student Organization Training.

2) All officers shall be elected in accordance with customary parliamentary procedures.

3) A majority vote of the quorum shall be required for the election to be valid.

4) Fifty percent of membership shall be considered a quorum for the election of officers or the recommendation to the SCASV of amendments to the constitution. If a quorum is not present at an election meeting, written ballots shall be distributed to the membership for collection and tabulation by the officers.

5) Twenty-five percent of the membership of the Chapter shall be considered a quorum for the transaction of business or the election of class representatives or advisors.

6) All officers shall be elected by written or oral ballot and shall assume the responsibilities of their position at the end of that academic year. New officers shall assist the current officers for the remainder of the academic year.

7) Officer nominations shall be made at the meeting prior to the meeting at which elections are to take place.

#### Article 9: General Meetings

- 1) Meetings shall occur as determined by the President and Vice-president.
- 2) Special meetings may be called at any time by the President and shall be announced at least 48 hours in advance.
- 3) A majority vote of those present or who have submitted written ballots shall be required to pass a motion.

#### Article 10: Order of Business

- 1) Suggested order of business:
  - a) Call to order.
  - b) Announcements.
  - c) Record number in attendance.
  - d) Reading of the minutes by Chapter Secretary.
  - e) Treasurer's report.
  - f) Committee reports.
  - g) Unfinished business.
  - h) New business.
  - i) Nominations or elections of officers or sub-committees.
  - j) Appointments.
  - k) Program.
  - l) Adjournment.
- 2) The President, with approval of the members present, may modify the order of business.
- 3) In any matter where the Constitution and By-Laws do not provide instruction, the Chapter shall employ "Robert's Rules of Order" as a guide. The President, faculty advisor or another appointed member will serve as parliamentarian in cases of dispute.

#### Article 11: Committees

- 1) The President shall appoint the chairperson of any committees deemed necessary by the Chapter and shall be responsible for filling vacancies as they may occur.
- 2) Committee members shall be volunteers.

#### Article 12: WSU Registered Student Organization Guidelines

- 1) The required number of officers shall attend annual WSU RSO training sessions.
- 2) The club shall comply with all guidelines and policies of a WSU RSO.