

**Washington State University Student Chapter of the  
AMERICAN ASSOCIATION OF FELINE PRACTITIONERS**

**BYLAWS**

**Article I. NAME**

The name of the Association shall be the WSU Student Chapter of the American Association of Feline Practitioners.

The Association shall be a non-profit group.

**Article II. MISSION**

The student chapter of the AAFP at WSU is committed to sharing knowledge of advancements in feline medicine and surgery, promoting health of the feline community, and educating the public on feline health issues.

**Article III. OBJECTIVES**

- To endeavor to do all things necessary to promote the interests, to improve the public stature, and increase the knowledge of veterinary students and veterinarians in the field of feline medicine and surgery.
- To evaluate standards of feline medicine and surgery.
- To encourage and promote feline research.
- To promote understanding and good will among its members.
- To cooperate with veterinary and cat fancy organizations.

**Article IV. MEMBERSHIP**

Section 1. To be a member in good standing of the WSU Student Chapter of the AAFP, the following criteria must be met:

- Student Members must be enrolled at an accredited school of Veterinary Medicine either part time or full time
- Attend at least one meeting per year
- Pay dues yearly to the current treasurer
- Vote in all ballots.

Section 2. Membership shall not be restricted on the basis of sex, race, religion, sexual orientation or disability.

Section 3. Dues and assessments of the Association shall be determined annually by the officers.

- A member shall be delinquent if his/her dues are not received by the end of the semester for which they are due.
- Persons who have been dropped from membership for non-payment of dues may be reinstated, at the discretion of the officers, upon payment of dues for the current year.

Section 4. The FISCAL YEAR of this Association shall be the calendar year.

## **Article IV. OFFICERS**

### **Section 1.**

A President, Vice-President, Secretary, and Treasurer shall work together to run the WSU Chapter of the AAFP.

- **President** shall work as a liaison between the WSU Student Chapter of the AAFP and AAFP National. He/she shall communicate with and send requested correspondence to AAFP National, including an Officer and general membership list each year. The President shall also work to organize dates, times, and locations of all activities, including meetings, wetlabs, feline rounds, and fundraisers. The President shall organize speakers, food, and company sponsorship for each meeting in coordination with other officers. He/she shall also communicate with company student representatives to sign up for activities to raise money for the AAFP activities. The President shall arrange and lead officer meetings. All equipment, faculty, and/or staff needed to obtain necessary equipment shall be arranged by the President in advance of the scheduled activity. The President shall communicate directly with the faculty advisor, keeping them updated and informed on current Student Chapter of the AAFP activities.
- **Vice-President** shall work in conjunction with other officers on all fund-raising activities and events as described under the duties of the president. He/she shall organize fund-raising ideas, schedule and pick up company orders, and set times/locations as necessary for selling items/arranging activities for fundraising purposes. The Vice-President shall also act as President when the President cannot be in attendance. In this situation, the Vice-President will act in accordance with all bylaws provided for the position of President.
- **Secretary** shall create a database of all members' information at the beginning of each school year and shall set up an e-mail list serve for all members of the WSU Student Chapter of the AAFP. He/she shall take minutes at all Officer meetings and shall e-mail the minutes to the Officers. E-mails shall be sent by the Secretary, with information regarding all activities, to all members of the WSU Student Chapter of the AAFP. The Secretary shall also work in conjunction with other officers on all events and fund-raisers.
- **Treasurer** shall cash checks, write checks, balance the checkbook, and submit a financial statement and budget at each Officer meeting and at the first club meeting of the school year. He/she shall also pick up food for all meetings or designate another Officer to do so if he/she cannot for any reason. The Treasurer shall also work in conjunction with other officers to ensure that events and fund-raisers are well coordinated and successful.

Section 2. If an officer fails to uphold his/her obligations as an officer of the Student Chapter of the AAFP (as listed in Article IV, Section 1), the club may vote to dismiss the officer. A 2/3 majority vote of all members present is necessary for an officer to be dismissed.

Section 3. **GENERAL ELECTIONS** shall be held at least once yearly during the spring semester.

- General members shall be notified of this election meeting thirty (30) days in advance of the scheduled date.
- Any and all general members and/or current Officers are eligible to run for an Officer position.
- The President, Vice President, Secretary and Treasurer shall be elected by a simple majority vote from the general membership in attendance.
- Elections will be by written secret ballot or direct count without the candidates being present.
- Any and all votes are to be submitted at the election meeting by those in attendance.

Section 4. **SPECIAL ELECTIONS** may be held if an officer resigns his/her position or is dismissed as an officer according to the rules laid forth in Article IV, Section 2.

- These elections may be held at any time deemed necessary by the officers and must be approved by a majority vote of general members.
- Special Elections shall follow the general election regulations.

#### **Article V. FACULTY ADVISOR**

Each AAFP student chapter is required to have a faculty advisor who is a member of the AAFP.

Section 1. A criterion for a faculty advisor is as follows:

- The faculty advisor must be an AAFP member in good standing with the national organization. (Faculty advisors will be given an honorary membership to the AAFP during their service).
- Faculty advisors must be affiliated with a veterinary school in a professional position, either as a faculty member and/or clinician.
- Residents can be faculty advisors provided their residency is in good standing. Second year residents are preferred so as to preserve the continuity of the student chapter.

Section 2. The faculty advisor is required to:

- Represent and promote the AAFP to student members.
- Commit to a two-year term that may be repeated.
- Contact student chapter president(s) and practitioner advisor to coordinate semester activities.
- Attend student chapter functions and activities as much as possible, especially when all student and faculty members are scheduled to be present.

- Promote and provide leadership in organizing speakers, wet-labs and fund-raising activities with the Student Chapter AAFP (SCAAFP) board.
- Tell interested student members about the educational opportunities, benefits, goals and activities (PowerPoint presentation available) of the AAFP.
- Develop and maintain communication with the dean’s office to keep it informed of AAFP on – campus activities.
- Distribute student membership applications, AAFP newsletters, and maintain student information requested by the AAFP.
- Faculty advisors will assist in finding their replacement.

Section 3 The faculty advisor shall be elected by a majority vote when needed at specified times set by the officers of the WSU Student Chapter of AAFP and approved by a majority vote of members present.

**Article VI. MEETINGS**

Section 1. Regular meetings of the WSU Student Chapter of the AAFP shall be held once monthly, when possible, as determined by the Officers of the Association. Meetings may be held more frequently as long as at least five (5) days notice is permitted for the general membership.

Section 2. All regular meetings shall be open to any person associated with the College of Veterinary Medicine who wishes to attend. Special seminars and wetlabs may have an entry charge for non-members.

Section 3. A majority vote is needed to pass all motions.

Section 4. The officers of the WSU Student Chapter of the AAFP may decide the order of business for all meetings.

**Article VII. PARLIAMENTARY AUTHORITY**

- A revised “Roberts Rules of Order” shall govern the conduct of meetings when not covered by the bylaws or a higher law of “common sense”.

**Article VIII. RELATIONSHIP TO AAFP NATIONAL**

- Details of the working agreement between AAFP and WSU Student Chapter of the AAFP shall be determined by the Officers of WSU Student Chapter of the AAFP.

**Article IX. DISSOLUTION**

Section 1. The association may be dissolved by 2/3 majority vote of the membership eligible to vote. Such dissolution shall be effective ninety (90) days after such a vote is taken, provided all outstanding obligations of the WSU Student Chapter of the AAFP have been satisfied.

Section 2. In case of dissolution of the WSU Student Chapter of the AAFP, its assets shall be dedicated to SCAVMA.

**Article X. AMENDMENT OF BYLAWS**

- The above bylaws may be amended at any regular meeting of the WSU Student Chapter of the AAFP by a fifty (50%) percent vote of the active members present. The proposed amendment shall be in the possession of the Secretary no less than thirty (30) days before the meeting to provide ample opportunity for consideration by the Officers and general membership.

**Article XI. ADOPTION OF BYLAWS**

- Adoption of these bylaws shall be by affirmative ballot of the majority of members present. These bylaws shall be made available for evaluation prior to the meeting in which they will be voted on.

Established February 6, 2006