

# BYLAWS

## THE WASHINGTON STATE UNIVERSITY STUDENT CHAPTER OF THE AMERICAN VETERINARY MEDICAL ASSOCIATION

### ARTICLE I: DEFINITIONS

#### Section 1: Definitions

- i. The following abbreviations and definitions will be used in the following document.
  - a. SCAVMA: Student Chapter of the American Veterinary Medical Association
  - b. SAVMA: Student American Veterinary Medical Association
  - c. AVMA: American Veterinary Medical Association
  - d. WSU: Washington State University
  - e. CVM: College of Veterinary Medicine
  - f. GPSA: Graduate and Professional Student Association
  - g. HOD: House of Delegates
  - h. JAVMA: Journal of the American Veterinary Medical Association
  - i. AJVR: American Journal of Veterinary Research
  - j. IVMA: Idaho Veterinary Medical Association
  - k. WSVMA: Washington State Veterinary Medical Association

### ARTICLE II: EXECUTIVE BOARD

#### Section 1: Organization

- i. The Officers having immediate charge of the Chapter affairs shall consist of a President, President-Elect, Vice President, Secretary, Budget Committee Chair, Treasurer/Budget Committee Chair-Elect, the Community Service Chair, two SAVMA Delegates, four Class Representatives (one from each class), the GPSA District Representative, the SCAVMA Bookstore Manager, and the IVMA Representative.
- ii. Officers who are non-voting members of the Executive Board are the Junior Community Service Officer and SCAVMA Bookstore Assistant Manager.
- iii. Each voting member of the Executive Board shall have only one vote on the Executive Board.

#### Section 2: Duties

- i. The Executive Board shall be the administrative body of the Chapter and shall serve as the governing body of all SCAVMA business. Upon majority vote, the Executive Board shall have the right to enter into a written contract in the course of SCAVMA business. Such business must be conducted in accordance with the SCAVMA Constitution and Bylaws.
- ii. The Executive Board shall be charged with the duty of carrying out the provisions of the Constitution and Bylaws.
- iii. The Executive Board shall approve, table, or deny all budget requests presented to them by the Budget Committee on behalf of the organizations or individuals requesting funds from SCAVMA. The Chapter shall have the right to overturn an Executive Board veto by a majority vote of those members at the next regularly scheduled SCAVMA general membership meeting.
- iv. The Executive Board shall review all expenditures incurred over the past month. Approval shall be evidenced by majority vote of those members present.
- v. The Executive Board, with the approval of the Chapter, shall determine the annual dues. However, the dues amount shall not be less than the SAVMA individual membership dues.
- vi. The Executive Board shall have the authority to approve or reject presidential appointments to any vacancies that may occur in offices between election periods.
- vii. The Executive Board shall decide as to member's eligibility for graduation benefits.
- viii. Each officer shall be responsible for meeting with their successor following elections/appointment and inform them of duties and responsibilities of the position.
- ix. The Executive Board shall appoint an editor in charge of producing and publishing the SCAVMA Newsletter.

## ARTICLE III: OFFICERS

### Section 1: President

- i. The President Shall:
  - a. be the presiding officer at all meetings of the SCAVMA at WSU.
  - b. ensure all rules of government for SCAVMA are followed as set forth by the Constitution and the Bylaws.
  - c. promptly appoint replacements for any other officer unable to complete the specified term of office. These appointments are subject to approval by the Executive Board.
  - d. be considered an ex-officio member of all committees with full power to supervise and direct their work.
  - e. direct the Executive Board in the appointment of all Standing and Ad-Hoc Committee members and shall promptly fill vacancies in committees created by any cause.
  - f. be responsible for maintaining a written history for the organization for the duration of his/her term of office.
  - g. be responsible for the selection and appointment of the Jr. Community Service Officer in cooperation with the Community Service Chair. This appointment shall take place at the same time as officer elections.
  - h. only vote in the Executive Board meeting to break a tie.
- ii. If the President is unable to complete the specified term of office, the President-elect shall assume the office of President for the remainder of that term in addition to the regular term of office. If the President-elect has not been elected, the Vice President shall assume the office of President for the remainder of that term of office.

### Section 2: President-Elect

- i. The President-Elect Shall:
  - a. become familiar with all duties and responsibilities of the office of the President.
  - b. be the SCAVMA representative to the WSVMA Executive Committee.
  - c. attend all regularly scheduled meetings of the WSVMA Executive Committee and the WSVMA Annual Convention.
  - d. act as presiding officer at all meetings of the SCAVMA, in the absence of the President. In the absence of the President-elect, the Vice President shall act as presiding officer.
  - e. maintain records of current SCAVMA club officers.
  - f. organize the Spring Open House with the assistance of the SCAVMA recognized clubs, SCAVMA student members and the Associate Dean of Academic and Student Affairs.
  - g. be responsible for scheduling SCAVMA club training with the Office of Campus Involvement in the Fall semester.
  - h. assist the Secretary in organizing the annual club barbeque at the start of each fall semester.

### Section 3: Vice President

- i. The Vice President Shall:
  - a. organize and oversee all SCAVMA sponsored general meetings and speakers.
  - b. preside at all meetings of the Chapter in the absence of the President and the President-elect, and shall assume all responsibilities of the President as outlined in Article II, Section 1.
  - c. be a voting member of the Budget Committee.
  - d. co-manage SCAVMA facebook page with Secretary.

### Section 4: Secretary

- i. The Secretary Shall:
  - a. record and prepare for publication the minutes of each of the SCAVMA meetings. These minutes shall be distributed to officers and SCAVMA Faculty Advisors prior to the next scheduled meeting.
  - b. maintain an accurate record of attendance at all Executive Board meetings.
  - c. upon request of Executive Officers, the Secretary shall transcribe all official SCAVMA correspondence.
  - d. serve as the default SCAVMA Newsletter Editor as described in Article XIII of the Bylaws.
  - e. organize the annual club barbeque at the start of the fall semester with the assistance of the President-Elect.
  - f. oversee and organize activities associated with the SCAVMA Wellness Fund.
  - g. co-manage SCAVMA facebook page with Vice-President.

#### Section 5: Budget Committee Chair

- i. The Budget Committee Chair Shall:
  - a. balance the accounts within one week upon receiving monthly budget statements.
  - b. draft a yearly budget and present it to the Executive Board for approval prior to January 1<sup>st</sup>.
  - c. present a financial report to the Executive Board at least once monthly.
  - d. be responsible for ensuring that federal tax returns are completed and submitted in a timely manner.
  - e. request funding from the Graduate and Professional Student Association during the Fall semester with the assistance of the GPSA Representative.
  - f. vote only to break a tie at meetings of the Budget Committee.
  - g. act as a temporary SCAVMA Bookstore employee in the event of a vacancy.

#### Section 6: Treasurer/Budget Chair-Elect

- i. Treasurer/Budget Chair-Elect Shall:
  - a. be responsible for the resources of the SCAVMA, and shall keep a careful account of the same and shall make such disbursements as the SCAVMA Student Body, Executive Board, or the President shall direct.
  - b. act as a temporary SCAVMA Bookstore employee in the event of a vacancy.
  - c. be responsible for the collection and distribution of travel grant funds as directed by the Executive Board.

#### Section 7: Community Service Chair

- i. Community Service Chair Shall:
  - a. organize and implement community service projects as identified by the Executive Board.
  - b. fundraise for community service projects.
  - c. recruit SCAVMA members' involvement in community service projects.
  - d. chair the Community Service Committee.
  - e. make monthly activity reports to the Executive Board.
  - f. select the Junior Community Service Officer with the assistance of the President.

#### Section 8: Junior Community Service Officer

- i. Community Service Officer Shall:
  - a. assist the Community Service chair in their duties.
  - b. recruit SCAVMA members' involvement in community service projects.
  - c. sit on Community Service Committee as voting member.
  - d. in the absence of the Community Service Chair, vote on matters before the Executive Board.

#### Section 9: SAVMA Delegates

- i. The SAVMA Delegates Shall:
  - a. represent WSU at the SAVMA HOD meetings twice yearly.
  - b. report to the SCAVMA members on the proceedings of the HOD meetings and of current AVMA topics following each HOD meeting.
  - c. be responsible for organizing a team of students to compete at the annual SAVMA Educational Symposium.
  - d. organize travel, fundraising, registration and lodging for all students attending the annual SAVMA Educational Symposium.
  - e. promote the AVMA to the SCAVMA members.
  - f. be responsible for maintaining the AVMA Master Student List records, JAVMA and AJVR subscriptions, and dispersing SCAVMA identification cards each Fall.

#### Section 10: Class Representative

- i. The Class Representatives Shall:
  - a. serve as a liaison between the Executive Board and the class.
  - b. assist the SAVMA Delegates with duties related to the annual SAVMA symposium.
  - c. sit on the Budget Committee as voting members and assist the Budget Committee Chair as needed.
  - d. assist the Executive Board with SCAVMA related functions.

#### Section 11: GPSA Representative

- i. The GPSA District Representative Shall:
  - a. be elected in the Spring semester as per the general election procedures laid out by the GPSA.
  - b. be a voting member of the Executive Board if they are a SCAVMA member in good standing.
  - c. be responsible for filling all GPSA Senator positions for their district.
  - d. make monthly reports to the Executive Board.
  - e. work for the interests of the SCAVMA members through GPSA.

#### Section 12: SCAVMA Bookstore Manager

- i. The SCAVMA Bookstore Manager Shall:
  - a. be responsible for the annual endowments to the budget of the SCAVMA.
  - b. make monthly financial reports to the Executive Board and/or the Treasurer
  - c. supervise and administer Bookstore funds, inventory, and records of Bookstore transactions (including Federal tax preparation in the fall).
  - d. Benefits:
    - i. upon their request and approval by the Executive Board, be awarded up to a 10% year end salary bonus
    - ii. ten percent discount at Bookstore (in addition to 10% for being a SCAVMA member).
    - iii. class notes through 4<sup>th</sup> year for free.
    - iv. Hill's pet food (up to 60lbs. per month) free
    - v. farewell dinner in spring costing up to \$200

#### Section 13: SCAVMA Bookstore Assistant Manager

- i. The SCAVMA Bookstore Assistant Manager Shall:
  - a. assist the SCAVMA Bookstore Manager in operation of the SCAVMA Bookstore.
  - b. in the absence of the SCAVMA Bookstore Manager, vote on matters before the Executive Board.
  - c. upon their request and approval by the Executive Board, be awarded up to a 10% year end salary bonus.
  - d. Benefits:
    - a. upon their request and approval by the Executive Board, be awarded up to a 10% year end salary bonus
    - b. ten percent discount at Bookstore (in addition to 10% for being a SCAVMA member).
    - c. class notes through 4<sup>th</sup> year for free.
    - d. Hill's pet food (up to 60lbs. per month) free
    - e. farewell dinner in spring costing up to \$200

#### Section 14: IVMA Representative

- i. The IVMA Representative Shall:
  - a. serve as the SCAVMA Representative to the IVMA Executive Committee.
  - b. attend all regularly scheduled meetings of the IVMA Executive Board and the IVMA Annual Convention.
  - c. make monthly reports to the Executive Board.
  - d. promote the IVMA to the SCAVMA members.

### **ARTICLE IV: SCAVMA ADVISORS**

#### Section 1: Faculty Advisors

- i. Faculty Advisors:
  - a. The SCAVMA shall elect at least one, but not more than two Faculty Advisors from the faculty of College of Veterinary Medicine.
  - b. All faculty members designated as Faculty Advisors shall be active members in good standing of the American Veterinary Medical Association.
  - c. The Faculty Advisors shall serve as advisor to the SCAVMA as a whole, shall be invited to all meetings of the Executive Board and be made aware of all SCAVMA business.
  - d. Faculty Advisors will be asked to serve at least one four-year term and should overlap with the next advisor by at least one year when possible.
  - e. This position may be extended or revoked upon a majority vote of the Executive Board.

- i. Affiliate Advisors

- a. The Chapter may also seek the advice of other affiliate advisors that the Executive Board deems acceptable and/or necessary. These advisors need not be AVMA members and the Executive Board shall regulate their participation. The Executive Board solely determines the length of office of affiliate advisors.

## **ARTICLE V: TERMS OF OFFICE**

### Section 1: Terms of Office

- i. The President-Elect shall be elected from the first-year class and serve a term of one year. The President-Elect shall assume the office of President and serve a one-year term as such.
- ii. The Vice President and Secretary shall be elected from either the first-year or second-year class and shall serve a term of one year.
- iii. The Treasurer/Budget Committee Chair-Elect shall be elected from the first-year class and shall serve a term of one year. Treasurer/Budget Committee Chair-Elect shall then assume the position of Budget Committee Chair and serve a one-year term as such.
- iv. The Junior Community Service Officer shall be appointed from the first-year class by the President, the Community Service Chair, and a faculty member. They will serve a one year term as Junior Community Service Officer, followed by a subsequent term of one year as the Community Service Chair.
- v. One SAVMA Delegate shall be elected from each class during their first-year. They shall serve as Junior SAVMA Delegate during the first year, followed by a term of one year as Senior SAVMA Delegate.
- vi. A class representative shall be elected from each class during their first-year and shall serve a term of four years.
- vii. The SCAVMA GPSA Representative will serve a term concurrent with their term of office with the GPSA.
- viii. The Assistant Manager will be hired from the first year class during spring semester by current the SCAVMA Bookstore Manager and SCAVMA Bookstore Assistant Manager. The new Assistant Manager will begin training following hiring and assume responsibilities of Assistant Manager on April 1<sup>st</sup>. The position of Assistant Manager shall consist of a one year term beginning April 1<sup>st</sup> and ending March 31<sup>st</sup>, followed by a one year term as SCAVMA Bookstore Manager. Salary shall be determined by the Executive Board.
- ix. An IVMA Representative shall be selected from each class during their first year in accordance with IVMA guidelines. The IVMA Representative shall assume full duties as the SCAVMA IVMA Representative during spring semester of their second year. They will then serve a term of one year.
- x. At the request of the SCAVMA Executive board, outgoing officers can choose to serve as advisors for the semester following the end of their terms. The purpose of this is to assist with the transition of the new officers into their positions and for the transfer of critical operational information to the new Executive Board.

## **ARTICLE VI: ELECTIONS**

### Section 1: Procedures

- i. All SCAVMA officers shall be elected by ballot in accordance with customary parliamentary procedure. Only SCAVMA members in good standing as defined in Article VIII of the Bylaws may be nominated.
- ii. The President shall appoint an Election Committee to supervise the election procedure and scheduling. The members of this committee shall be members of the Executive Board.
- iii. The nomination of officers shall be made by submission of a petition, including a statement of intent by the candidate, to the Election Committee in accordance with their chosen deadline.
- iv. The election of officers shall take place at a time chosen by the Election Committee, but no later than the fourth week of the spring semester for all positions except SAVMA Delegates, Class Representatives, and SCAVMA GPSA Representative.
- v. Only SCAVMA members in good standing in accordance Article VIII of the Bylaws shall be eligible to vote.
- vi. The candidate receiving the most votes on the first ballot shall be declared the winner. In the event of a tie, a second election shall be held within seven (7) days.
- vii. The SAVMA Delegate shall be elected during the fall semester. Newly elected officials shall assume office at the first Executive Board meeting of the fall semester.
- viii. The Class Representative shall be nominated and elected by their respective classes in a manner in accordance with SCAVMA guidelines. Each first-year class shall select a Class Representative during the third week of classes in an election run by current SCAVMA officers. Class Representatives shall assume office at the Executive Board meeting immediately following their election.
- ix. The Executive Board shall review and determine the eligibility of all nominees for the various offices.

## **ARTICLE VII: MEETINGS**

### Section 1: Meetings

- i. The Executive Board shall hold at least one regularly scheduled meeting each month, unless otherwise necessary or approved by the Executive Board.
- ii. Regularly scheduled Executive Board meetings shall be open to attendance by non-Executive Board members. These non-Executive Board members shall conduct themselves in accordance with the guidelines of the Executive Board.
- iii. The Executive Board may convene a closed meeting consisting only of members of the Executive Board and any person or persons agreed upon by vote of the Executive Board. The purpose of the closed meeting shall be stated publicly prior to convening the closed session. No formal action may be taken during the closed meeting.
- iv. All official SCAVMA Executive Board actions shall be passed by a vote in open meeting.
- v. The Executive Board shall decide as to the time, location, and frequency of general membership meetings.
- vi. Quorum shall consist of one-half, plus one, of the seated voting members on the Executive Board, as defined by Article II, Section 1. In the case of individuals serving in the capacity of one or more voting positions, quorum shall be calculated based upon a reduced total number of seated voting members to reflect the restriction of those individuals to being able to cast only one vote.
- vii. In all cases where the Bylaws are found insufficient, the Executive Board shall employ "Robert's Rules of Order" as a guide.
- viii. The standard order of business at the Executive Board meetings shall be:
  - a. Call to Order
  - b. Approval of Minutes
  - c. Approval of Agenda
  - d. New Business
  - e. Unfinished Business
  - f. Officer's Reports
  - g. Committee Reports
  - h. Announcements
  - i. Adjournment
- ix. The President, with approval of the members present, may modify this order of business as they deem necessary.

## **ARTICLE VIII: MEMBERSHIP IN GOOD STANDING**

### Section 1: Membership in Good Standing

- i. The requirement for membership in good standing shall be payment of chapter dues (\$32 per semester 1<sup>st</sup>-3<sup>rd</sup> year) each year of membership.
- ii. Eligibility for SCAVMA graduation benefits is contingent upon adherence to the requirements set forth in Article VIII of the Bylaws for all four years of veterinary school.
- iii. The Executive Board shall rule as to whether or not the requirements of membership, as described by Article VI of the Bylaws, have been met by a member, and shall have the authority to review and waive the requirements in special cases.
- iv. All transient students (Ross University and St. George University students included) meeting SCAVMA membership requirements while at Washington State University are eligible for limited rights, privileges, and responsibilities of membership as determined by the Executive Board.
- v. SCAVMA member conduct:
  - a. This document recognizes that there is a tacit, but generally recognized, code of behavior under which members shall conduct themselves. Violations of this code shall include, but not be limited to, criminal conduct, academic dishonesty, and discrimination based upon race, sex, sexual orientation, age, or religion.
  - b. The Executive Board shall rule upon all charges of misconduct. They may dismiss the charges or revoke, deny, or suspend the membership of the accused.
  - c. The Executive Board shall present their ruling to the Chapter at the next general membership meeting. Accused individuals shall be offered the opportunity to present a rebuttal at that time.
  - d. Upon the request of the accused, the Chapter shall be asked to vote on the Executive Board's decision. A majority vote of Chapter members present shall overturn or validate the ruling of the Executive Board.
  - e. A member who has lost their good standing, may be reinstated via the procedures outlined in the SCAVMA Policy and Procedures manual.
- vi. An active SCAVMA member can nominate any individual for honorary membership. Such honorary membership shall be conferred by a majority vote of those present at the next general membership meeting.

## **ARTICLE IX: AMENDMENTS**

### Section 1: Amendments

- i. The Bylaws shall be reviewed and updated each spring semester. The President shall appoint at least two Executive Board members to this duty. Changes shall be presented to and voted upon by the Executive Board.

## **ARTICLE X: BUDGET COMMITTEE**

### Section 1: The Budget Committee

- i. The Budget Committee Shall:
  - a. consist of a Budget Committee Chair, Treasurer/Budget Committee Chair-elect, the Vice President, and the class representatives.
  - b. be responsible for organizing and examining all budget requests presented to them. At the following Executive Board meeting, the Budget Committee Chair will present the requests with recommendations for approval, tabling or denial.
  - c. make an annual review of the salaries of all SCAVMA employees and make a recommendation to the Executive Board as to whether their salaries should be changed.
  - d. develop and present an annual budget to the Executive Board prior to the start of the fiscal year. The fiscal year is defined as January 1<sup>st</sup> to December 31<sup>st</sup>. Upon majority vote of the Executive Board, the budget shall be approved and then presented to the general membership for full disclosure.
- ii. All requests for funds contained in the current SCAVMA Budget may be directly presented to the Budget Committee. Requests for funds not provided for in the budget must be presented to the Executive Board for approval prior to presentation to the Budget Committee. If deemed necessary by the President and Budget Committee Chair, a request may be directly presented to the Budget Committee.

## **ARTICLE XI: THE COMMUNITY SERVICE COMMITTEE**

### Section 1: The Community Service Committee

- i. The Community Service Committee Shall:
  - a. consist of the Community Service Chair and Junior Community Service Officer.
  - b. be responsible for organizing all SCAVMA community service projects as defined by the Executive Board.
  - c. be responsible for fundraising for all SCAVMA community service projects.
  - d. be responsible for the training of all SCAVMA members participating in SCAVMA community service projects.
  - e. have the authority to limit involvement of participating SCAVMA members when deemed necessary to ensure the success of SCAVMA community service projects.

## **ARTICLE XII: THE SCAVMA BOOKSTORE**

### Section 1: The SCAVMA Bookstore

- i. SCAVMA may operate the SCAVMA Bookstore located in the lobby of McCoy Hall.
- ii. The SCAVMA Bookstore will operate with the authorization of the Executive Board. The SCAVMA Bookstore Manager and Assistant Managers are to perform day-to-day operations of the SCAVMA Bookstore.
- iii. The SCAVMA Bookstore will be accountable for collecting SAVMA membership dues and payment of those dues to the AVMA.
- iv. The SCAVMA Bookstore will provide a 10% discount to members in good standing.
- v. The Executive Board shall be responsible for conducting and monitoring all bookstore operations.
- vi. The Executive Board shall have the authority to hire and terminate Bookstore employees.
- vii. The Executive Board shall have full authority over the SCAVMA Bookstore and SCAVMA Bookstore personnel.
- viii. Hills Pet Food Price Committee:
  - a. Includes: WSU Hill's Representatives, all Class Representatives, Bookstore Mangers, President and President-Elect.
  - b. Committee will set pet food prices at the SCAVMA bookstore each year, and will present changes to the board.
    - i. Student and faculty prices
    - ii. Maintenance and prescription pet foods

## **ARTICLE XIII: THE SCAVMA OFFICE**

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Section 1: The SCAVMA Office

- i. SCAVMA will operate and maintain a central office to house all records, materials and information pertaining to the functions of SCAVMA.
- ii. Members of the Executive Board will administer and maintain the office.
- iii. The office will hold equipment (computer, printer, phone, etc.) for use by the Executive Board for SCAVMA business only.

## **ARTICLE XIV: THE SCAVMA NEWSLETTER**

### Section 1: The SCAVMA Newsletter

- i. SCAVMA will produce a biannual newsletter for general members. Each newsletter shall inform the general membership of SCAVMA activities and be distributed once per semester.
- ii. Each year the Executive Board shall select and approve an Editor to oversee publication of the newsletter. This position shall default to the current Secretary if no one is selected.

## **ARTICLE XV: AFFILIATIONS**

### Section 1: Affiliations

- i. SCAVMA may confer, deny or revoke recognition of other professionally oriented student organizations by a majority vote of the general membership. Such organizations shall be required to submit a list of officers, a list of members and a mission statement prior to consideration for recognition.
- ii. Recognized student clubs are able to petition for SCAVMA supporting funds. Requests shall be evaluated by the Budget Committee and then presented to the Executive Board for approval, tabling or denial. The request for funds shall be accompanied by a list of officers, list of active members and a mission statement.
- iii. SCAVMA Clubs are required to participate in the Spring Open House and at least one other activity per year that is open to the general membership.

## **ARTICLE XVI: INTERNET**

### Section 1: Internet

- i. The SCAVMA shall maintain a website accessible from the CVM homepage advertising activities and addressing concerns of members and nonmembers.
- ii. The SCAVMA website shall also contain current versions of the SCAVMA Constitution, SCAVMA Bylaws and SCAVMA Policies and Procedures Manual for access by the Executive Board and the general membership.
- iii. The SCAVMA email list shall contain the email addresses of all current and immediate past officers for the facilitation of communication between officers and as a means for the general membership contact officers.