

**Constitution and Bylaws of the Ross University School of
Veterinary Medicine Student Chapter of the American
Veterinary Medical Association**

Last Amended: February 18, 2014

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be “The Ross University School of Veterinary Medicine Student Chapter of the American Veterinary Medical Association.”

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

1. To supplement and complement the formal education of the Ross University School of Veterinary Medicine campus.
2. To fairly represent student interests, needs, and welfare within the University community.
3. To promote the opportunity to develop leadership qualities and an understanding of group action and to build character through the censure of all unworthy actions of its members and the commendation of all worthy deeds.
4. To initiate and coordinate student activities and to make available to the students the opportunities offered by the American Veterinary Medical Association to its Student Chapters.
5. To recognize, represent and support the diversity of needs and views of students of the University and to provide for the expression of student opinion and interest to the community at large on issues affecting student life and to demonstrate the virtues of an organized effort.
6. To provide a physical and social environment in which to achieve the above objective in accordance with the educational and cultural standards of the University.
7. To promote the general educational welfare and enhance the academic benefits offered by Ross University and to provide an additional opportunity for the members to gain professional knowledge and an understanding of professional ethics and conduct.

ARTICLE III – MEMBERSHIP

Section 1. Students eligible for active membership shall include all students of veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by the Ross University School of Veterinary Medicine in St. Kitts.

Section 2. Members of the faculty and such others as the Student Chapter may see fit to elect shall be Honorary Members.

ARTICLE IV – EXECUTIVE BOARD

Section 1. There shall be a business body known as the Executive Board (EB) of the Student Chapter.

Section 2. The number of members of the Board, their terms of office, the method of selection, and the filling of vacancies shall be provided in the Bylaws.

ARTICLE V – OFFICERS

Section 1. The officers of the Chapter shall include a president, vice president, secretary, treasurer, and two (2) activities directors. Each of these officers shall be chosen in accordance with Articles I and X of the Bylaws and continue in office for one term or until their successors have been elected and installed. Each class semesters 1-7 shall have two (2) representatives, while vet prep will have one (1). The posts of parliamentarian, webmaster and two (2) SAVMA Delegates will also serve on the executive board. The eligibility, tenure, duties and method of election shall be described in the Bylaws.

Section 2. Oath of Office - Each elected and appointed Officer of the SCAVMA shall take the following oath: "I (Name), do hereby solemnly swear (or affirm) that I will, to the best of my ability, support the Constitution and Bylaws of the Student Chapter of the American Veterinary Medical Association of Ross University School of Veterinary Medicine, and that I will, to the best of my ability, promote, maintain, and extend the worth, value and name of Ross University."

ARTICLE VI - AMENDMENTS

Section 1. The Constitution shall be amended only by two-thirds vote of both the Executive Board and the members of the Chapter in attendance at a regular meeting at which a quorum is present.

Section 2. Proposed amendments shall be presented to the Chapter for approval at least two months before final action is to be taken, with Class Representatives casting their vote on behalf of their respective class.

Section 3. The Student Chapter secretary shall advise the Executive Vice President of the American Veterinary Medical Association of any amendments to Constitution. Amendments must be approved by the American Veterinary Medical Association before final action is taken.

Section 4. Proposed amendments shall take effect immediately upon ratification by the Student Body unless otherwise specified.

ARTICLE VII - RELATIONS WITH THE AMERICAN VETERINARY MEDICAL ASSOCIATION

Section 1. The Student Chapter shall operate under an official charter granted by the American Veterinary Medical Association, and shall comply with the provisions of the governing documents and the Principles of Ethics of the AVMA.

Section 2. The Student Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution.

Bylaws

ARTICLE I– OFFICERS

Section 1. The officers who have immediate charge of the Student Chapter affairs shall include a President, President-elect, Vice President, Vice President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, two Activities Directors and two Activities Director-elects.

Section 2. Eligibility.

- a. Candidates for any Student Chapter office must be members in good standing of the Chapter (see Article XIV, Section 2).
- b. The Executive Board shall pass on the eligibility of all nominees for the various offices. This shall be done during the interval between the meeting at which the nominations were made and the date of the election.
- c. Each respective candidate must have at least a 2.5 cumulative GPA in order to be eligible to run for office and must maintain a cumulative GPA of at least 2.5 during their term in office. Grades will be periodically reviewed at midterm of each semester by honorary administrative members and officers will be notified of any concerns or discrepancies.
- d. The President-elect, shall be second or third semester veterinary student at the time of application.
- e. The Vice President-elect, Secretary-elect, Activities Director-elects, Treasurer-elect, Parliamentarian-elect and Webmaster-elect shall be first, second, or third semester veterinary students at the time of application.

Section 3. Accountability.

- a. In the event of malfeasance, misfeasance, or nonfeasance on the part of any of the elected or appointed officers, the SCAVMA may reprimand, by a two-thirds vote, the offending officer. The term reprimand shall be defined here as a formal written statement presented to and approved by the administration showing for cause of malfeasance, misfeasance, or nonfeasance. This statement shall be available to the student body.
- b. In the case of gross neglect of duty or wrongdoing, any elected officer of the SCAVMA may be removed from office only upon notice after hearing and for cause by the concurrence of three-fourths of the voting members of the SCAVMA, which shall be the sole judge of cause.
 - i. The accused officer shall not be allowed to vote under these circumstances.
 - ii. In the event that the President is the officer in question, the Vice President, temporarily assuming role of President, shall only vote in the case of a tie.

Section 4. Installation.

The Executive Board Officers shall serve the following term in office, or until such time as their successors are duly elected and installed. The term shall begin at installation during the weekly meeting held during

week 13 of the Spring semester and shall have a duration of one year. The elected class representatives shall assume office during the weekly meeting held during week 12 of each semester.

- a. The President, Vice President, Secretary, Treasurer, Activities Directors and Parliamentarian shall serve on the SCAVMA EB from installation at the weekly meeting held during week 13 of the Spring semester until one year has passed.
- b. The President-elect, Vice President-elect, Secretary-elect, Treasurer-elect, Parliamentarian-elect and Activities Director-elects shall serve on the SCAVMA EB (without a vote) from installation at the weekly meeting held during week 6 (week 7 for Parliamentarian-elect) of the Spring semester until they assume their respective office during installation at the weekly meeting of week 13 of the Spring semester.
- c. The elect officers are required to attend all meetings from the time they are instated until their installation to their respective positions.

Section 5. Recall.

- a. An election for the recall of any elected officer shall be called upon the presentation of a petition to the SCAVMA, bearing the signatures of 10 percent of the members of the Student Body, and containing a specific statement of the grounds for removal.
- b. Upon determination of the validity of the signatures, the SCAVMA shall call a special election of the Student Body within 15 days.
- c. A recall movement must register with the SCAVMA and Elections Board Chair. The necessary signatures must be presented within 30 days of the date of registration.
- d. A two-thirds majority of all votes cast shall constitute legal removal from office.

ARTICLE II – PRESIDENT AND PRESIDENT-ELECT

Section 1. The president shall be the chief executive officer of the Student Chapter.

Section 2. Election (see Articles I and XV of the Bylaws).

Section 3. The President shall:

- a. Be the official representative of the Association.
- b. Preside at all meetings of the Student Chapter.
- c. Facilitate good relations between the SCAVMA General Board and student organizations.
- d. Coordinate advocacy efforts on behalf of student interests and shall represent the Chapter to off campus entities as delegated by the SCAVMA General Board.
- e. Coordinate student participation on non-academic committees, boards, and task forces.
- f. Represent the student body on various administrative committees, as delegated by RUSVM administration.
- g. Be a liaison between SCAVMA and the Dean's Office.
- h. Be the SCAVMA representative member of the Curriculum Committee and Grievance Committee.

- i. Appoint a parliamentarian as outlined in Article VIII, Section 1 of the Bylaws.
- j. Be responsible for compiling a yearly Chapter Report for submission to the national SAVMA.
- k. Vote only in the case of a tie vote.
- l. Hold office for one year.
- m. Attend all SCAVMA Presidents meetings during his/her term. Travel expenses will be paid by the chapter.
- n. Disseminate information on the SCAVMA Presidents meetings and activities to the chapter.
- o. Upon acceptance of the chapter President position agree that transferring out of RUSVM before the end of his/her term may constitute grounds for recovery of any funds used to send said President to any national SAVMA function.

Section 4. The President-elect shall:

- a. Become familiar with all duties and responsibilities of the office of the President.
- b. Serve as a non-voting member of the EB.
- c. Perform such other duties as may be assigned by the President or the EB.
- d. Succeed to the office of President upon the expiration of the President's term of office.
- e. Attend all SCAVMA Presidents meetings during his/her term. Travel expenses will be paid by the chapter.
- f. Disseminate information on the SCAVMA Presidents meetings and activities to the chapter.
- g. Upon acceptance of the chapter President Elect position agree that transferring out of RUSVM before the end of his/her term may constitute grounds for recovery of any funds used to send said President Elect to any national SAVMA function.

ARTICLE III – VICE PRESIDENT AND VICE PRESIDENT-ELECT

Section 1. Election (see Article I and XV of the Bylaws).

Section 2. The Vice President shall:

- a. Act as the President in the case of temporary absence of the President. At such times, the Vice President can exercise powers delegated to the President. Specific duties shall be those delineated in the Bylaws and other functions as delegated by the SCAVMA General Board.
- b. Assist the President in facilitating good relations between SCAVMA General Board and student organizations.
- c. Assist the President in ensuring that the members understand the issues being advocated by the SCAVMA and SCAVMA-sponsored groups.
- d. Be a liaison between the SCAVMA and all student clubs and shall be responsible for updating and keeping accurate a list of clubs with all respective officers and/or contacts. This list shall be posted on the SCAVMA website for student reference.
- e. Organize a club fair at the beginning of each semester, to be held within the first two weeks of each semester.

- f. Be the SCAVMA representative member of the Library Committee.
- g. Be the SCAVMA representative member of the Food Services Committee.
- h. Become familiar with the duties of the President and policies of the organization.
- i. Hold office for one year.

Section 3. The Vice President-elect shall:

- a. Become familiar with all duties and responsibilities of the office of the Vice President.
- b. Serve as non-voting member of the EB.
- c. Perform such other duties as may be assigned by the President or the EB.
- d. Succeed to the office of Vice President upon the expiration of the Vice President's term of office.

ARTICLE IV – SECRETARY AND SECRETARY-ELECT

Section 1. Election (see Articles I and XV of the Bylaws).

Section 2. The Secretary shall:

- a. Attend all Chapter meetings, record and post minutes of the SCAVMA and student body meetings and maintain a permanent file of said minutes.
- b. In conjunction with the treasurer, maintain records, available for audit, of all aspects of SCAVMA finances.
- c. Maintain an archived list of all campus clubs and organizations' Constitution and Bylaws.
- d. Work with the President and Vice President in organizing all written correspondences.
- e. Be responsible for the manifestation and distribution of the weekly campus newsletter.
- f. Supply the AVMA with lists and other information as may be requested from time to time.
- g. Issue membership cards, in conjunction with the SAVMA delegates.
- h. Hold office for one year.
- i. Shall oversee and facilitate all General Board Elections.
- j. Be the SCAVMA representative on the VTH Committee
- k. Be a liaison between the SCAVMA and the Facilities department.

Section 3. The Secretary-elect shall:

- a. Become familiar with all duties and responsibilities of the office of Secretary.
- b. Serve as non-voting member of the EB.
- c. Perform such other duties as may be assigned by the President or the EB.
- d. Shall succeed to the office of Secretary upon expiration of the Secretary's term of office.

ARTICLE V – TREASURER AND TREASURER-ELECT

Section 1. Election (see Articles I and XV of the Bylaws).

Section 2. The Treasurer shall:

- a. Be responsible to the SCAVMA and the Faculty Representative for an audit of the student activities account.
- b. Sign on any withdrawals from the student activities account.
- c. Coordinate the requests of allocation of SCAVMA funds from all sources.
- d. Be the SCAVMA representative member of the Safety Committee.
- e. Keep a careful account of all Chapter income, expenses, and assets and make such disbursements as the Chapter may direct.
- f. Be responsible for the handling of funds paid to the AVMA for student subscriptions and other items obtained from that office.
- g. Be responsible for the handling of dues paid to the Student American Veterinary Medical Association.
- h. Attend and report on the financial accounts at the EB meetings and all Chapter meetings and this report shall be made available to members of the General Board upon request.
- i. Present a financial statement of the past year in conjunction with the proposed budget for the upcoming year.
- j. At the completion of the accounting year, work with the Accounting Department to balance the accounts and then turn the records over to a committee or agency selected by the EB for audit and IRS filing if required.
- k. Hold office for one year.

Section 3. The Treasurer-elect shall:

- a. Become familiar with all duties and responsibilities of the office of the Treasurer.
- b. Serve as non-voting member of the EB.
- c. Perform such other duties as may be assigned by the President or the EB.
- d. Succeed to the office of Treasurer upon the expiration of the Treasurer's term of office.

ARTICLE VI – ACTIVITIES DIRECTORS AND ACTIVITIES DIRECTOR-ELECTS

Section 1. Election (see Articles I and XV of the Bylaws).

Section 2. The Activities Directors shall:

- a. Preside over all activities involving the SCAVMA as an organization.
- b. Maintain and upkeep all equipment purchased by the SCAVMA.
- c. Appoint (optional) coordinators for individual sports and those coordinators shall share in responsibility for that sport's equipment.
- d. Organize and manage all fundraising items and events as well as presentations done by the student body and its organizations.
- e. Hold office for one year.
- f. Be liaisons between the SCAVMA and the Ross Staff Association (RSA). This duty may be fulfilled by one or both Activities Directors, at their own discretion.

- g. Be liaisons between the SCAVMA and the Security department. This duty may be fulfilled by one or both Activities Directors, at their own discretion.

Section 3. Activities Director Elects shall:

- a. Become familiar with all duties and responsibilities of the office of the Activities Directors.
- b. Serve as non-voting members of the EB.
- c. Perform such other duties as may be assigned by the Activities Directors or the EB.
- d. Succeed to their respective office upon expiration of the Activities Directors' terms of office.

ARTICLE VII – CLASS REPRESENTATIVES

Section 1. Election (see Article I and XV of the Bylaws).

Section 2. The Class Representatives shall:

- a. Present to the SCAVMA general student interests.
- b. Be responsible for the functions not delegated to other officers.
- c. Have specific duties delineated in the Bylaws and other functions as delegated by the SCAVMA.
- d. Be current dues-paying members of SCAVMA and SAVMA (May 1st semester class representatives are exempt until registration opens June 1st).

Section 3. The class representatives shall hold office for one semester. If he/she is not able to carry out his/her duties, by majority vote, the Executive Board may ask a class representative to relinquish his/her position.

ARTICLE VIII – PARLIAMENTARIAN AND PARLIAMENTARIAN-ELECT

Section 1. The Parliamentarian shall:

- a. In the event that the SCAVMA President vacates office, remain in place, provided that the removal of the President does not involve the activities of the Parliamentarian.
- b. Work with the President and Vice President in overseeing the day-to-day operations of the SCAVMA.
- c. Be the SCAVMA representative member of the Parking Committee.
- d. Maintain a record of meeting attendance of General and Executive Board members and maintain order in weekly meetings in accordance to "Robert's Rules of Order."
- e. Maintain a record of meeting attendance of SCAVMA non-board members.
- f. Hold office for one year.
- g. Be a liaison between SCAVMA and the Research Department.

Section 2. The Parliamentarian-elect shall:

- a. Be appointed by the President-elect within one week of installation of the new Elect Officers and is subject to approval by the incoming Elect Officers and the EB.
- b. Become familiar with all duties and responsibilities of the office of the Parliamentarian.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Parliamentarian or the EB.
- e. Succeed to the office of Parliamentarian upon the expiration of the Parliamentarian's term of office.

ARTICLE IX – FACULTY ADVISORS

Section 1. Faculty advisors shall be members of the faculty of the Ross University school of Veterinary Medicine.

Section 2. Faculty advisors shall be active or affiliate members of the AVMA.

Section 3. Faculty advisors shall serve as advisors to the Student Chapter as a whole and shall attend all meetings of the Chapter and EB.

Section 4. The Chapter shall have two faculty advisors that shall serve staggered four year term. One faculty advisor shall be up for election every other year at the time of Executive Board elections.

ARTICLE X – EXECUTIVE BOARD

Section 1. The EB shall consist of the following: President, Vice President, Secretary, Treasurer, Activities Directors, Parliamentarian, Webmaster, SAVMA Delegates, President-elect, Vice President-elect, Secretary-elect, Treasurer-elect, Activities Director-elects, Parliamentarian-elect and Webmaster-elect when applicable.

- a. Only the President, Vice President, Secretary, Treasurer, Activities Directors, Delegates, and Parliamentarian shall be privileged voting members of the EB.
- b. Members of EB shall not additionally hold any position on the General Board. Any elect officer may however complete any General Board term which they began serving prior to accepting their EB position.

Section 2. All EB members must be Student Chapter members.

Section 3. Election (see Articles I and XV of the Bylaws).

Section 4. The President shall preside at all meetings of the EB. The Vice President shall serve as chairman in the absence of the President. The chairman of the EB shall report all the EB actions to the Chapter.

Section 5. The EB shall:

- a. Be the administrative body of the Student Chapter.
- b. Be charged with the duty of carrying out the provisions of the Constitution and Bylaws.
- c. Pass on the eligibility of applicants for membership if deemed necessary, and upon all charges of misconduct filed against the members.
- d. Decide a 4th year member's eligibility for graduating in "good standing" should there be any extenuating circumstances preventing the original "good standing" qualifications of eligibility to not be fulfilled.
- e. Determine the annual dues with the approval by a majority vote of the General Board members.
- f. Permit General Board members who are not on the EB to attend EB meetings, but they shall have no vote.
- g. Select the depository of the Chapter's financial resources.

Section 6. Attendance.

- a. Executive board members are required to attend all weekly SCAVMA meetings and all budget meetings unless a valid excuse is presented to the Board.
- b. One unexcused absence shall be permitted. Frequent unexcused absences without valid excuse may result in the relinquishment of duties.

ARTICLE XI – GENERAL BOARD

Section 1. The General Board shall consist of the following: two (2) class representatives from each class, semesters 1-7 and one (1) from Vet Prep.

Section 2. All General Board members must be Student Chapter Members.

Section 3. Election (see Articles I and XV of the Bylaws).

Section 4. Attendance.

- a. The class representatives are required to attend all weekly SCAVMA meetings.
- b. Two meeting absences, with valid excuse determined by the EB, are permitted to each class representative.

ARTICLE XII – ORDER OF BUSINESS

Section 1. In all cases where both the Constitution and Bylaws are found insufficient, the Chapter shall employ "Robert's Rules of Order" as a guide.

Section 2. Unless revised, the standing agenda for Chapter meetings shall be:

1. Call to Order
2. Roll Call
3. Presidential Matters

4. Vice Presidential Matters
5. Secretary Matters
6. Treasurer Matters
7. Activities Directors Matters
8. Parliamentarian Matters
9. SAVMA Delegate Matters
10. Faculty Advisor Announcements (Security, Communications, and Advisors)
11. Open Forum
12. Adjournment

Section 3. The President, with the approval of the members present, may modify this order of business as he/she shall deem necessary or expedient.

ARTICLE XIII – MEETINGS

Section 1. ~~Frequency: One Chapter meeting every week, with the exception of weeks 8, 14, and 15 of each semester.~~ Currently suspended for the Spring 2014 semester, please contact a SCAVMA officer for schedule of Chapter meetings.

Section 2. The EB, with the approval of the Student Chapter, shall decide the time, location and frequency of regular meetings insofar as it does not interfere with Section 1 of this Article.

Section 3. Special meetings may be called at any time by the President with the approval of the EB. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 4. Quorum: Two-thirds of the General Board and EB members in attendance constitute a quorum.

Section 5. Initiatives

- a. Initiatives may be presented to the SCAVMA by any member of the Student Body in the form of a petition bearing the signatures of 10 percent of the members of the Student Body, requesting specific legislation upon matters within the SCAVMA authority.
- b. Upon determination of the validity of the signatures by the EB, the SCAVMA must either pass such legislation or submit to a vote of the Student Body within 15 days of the presentation of petition.
- c. A majority of the Student Body participation is required for a vote to be legitimate, and a majority of all votes cast shall be sufficient to pass such legislation.
- d. Initiative measures approved by popular vote may not be amended in whole or part by the SCAVMA General Board in office at the time the measures are approved.

ARTICLE XIV – MEMBERSHIP

Section 1. As stated in the Constitution, students eligible for active membership shall include all students of veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by the Ross University School of Veterinary Medicine on the St. Kitts campus.

- a. Vet Prep students are automatically student government members without paying SCAVMA/SAVMA dues.
- b. An exception will be made for Vet Prep students in regards to exclusion from SCAVMA/SAVMA related events.

Section 2. A member in good standing with SCAVMA/SAVMA shall be defined as a member that is up to date on their membership dues and continues to remain a dues-paying member each consecutive semester from, and including, second semester through, and including, tenth semester.

Section 3. Officers will encourage first semester students to join SCAVMA/SAVMA within their first week of classes or during orientation.

- a. The January incoming class will sign up “late” during their first week of class or during orientation.
- b. The September incoming classes will sign up “on time” during their first week of class or during orientation.
- c. The May incoming class will not pay their membership dues online during their first week of classes, but instead, will pay their dues during a scheduled registration day in June. These students will not be excluded from SCAVMA related events during the period between their first day of classes and the first week of registration, but are expected to become paid members should they take advantage of any benefits which would normally only be available to a member in good standing.

ARTICLE XV – ELECTIONS OF ELECT POSITIONS AND THE GENERAL BOARD

Section 1. Election of “Elect” Positions.

- a. Nominations for President-elect, Vice President-elect, Secretary-elect, Treasurer-elect, and Activities Director-elects elections shall be made by week 4 of the Spring semester.
- b. Elections for the Elect Officers will be conducted by secret ballot on Monday of week 5 of the Spring semester.
- c. Installation of the elected Elect Officers shall take place at the week 6 meeting of the Spring semester.
- d. A majority vote shall be required for election. When there is but one nominee for an office, the Chapter shall instruct the President to cast a unanimous ballot to elect.
- e. The Parliamentarian-elect and Webmaster-elect are appointed positions and to be installed in week 7 of the spring semester.

Section 2. Election Committee.

- a. The President shall appoint an election committee consisting of a representative of each class to supervise the voting process, including conducting class voting, collecting class ballots, and counting of ballots.

- b. Verification of ballots by the appointed committee shall be done at the General Board meeting of week 5, in the presence of a majority (two-thirds) members of the General Board and the EB.
- c. The committee shall be appointed and announced to the General Board before the voting process commences.

Section 3. Election of the General Board.

- a. Nominations for the General Board elections shall be made by week 11 of each semester.
- b. General Board elections shall be done during week 12 of each semester.
- c. Only members of the respective class shall select by ballot their General Board representative.
- d. Installation of representatives shall take place during the weekly meeting of week 13 of each semester.
- e. The General Board election process shall be overseen by the Secretary (article V, section 2, line i)

Section 4. Voting Privileges.

- a. Members will be required to present verification of SCAVMA membership in order to submit their ballot for the election of Executive Board.
- b. All students of a given class may vote for their respective Class Representative(s), regardless of SCAVMA membership.

Section 5. Vacancies of the EB.

- a. A vacancy shall be deemed to occur when any elected Officer of the Association shall have resigned, been removed from office, or become otherwise ineligible as provided by this Constitution.
- b. In the event that such a vacancy occurs prior to the midpoint of the term of office, said vacancy shall be filled by a special election no later than 15 days after the SCAVMA has been notified that the vacancy exists. Candidates for the vacancy must be qualified for the office, as delineated in this Constitution, at the time of the previous officer's election.
- c. In the event that such a vacancy occurs after the midpoint of the term of office, said vacancy shall be filled by the following process: open interviews by the SCAVMA, then individual nominations of those candidates by the SCAVMA President, with subsequent appointment following a two-thirds yes vote by the SCAVMA.
- d. In the event that the vacancy occurs in the Presidency after the midpoint of the term of office, the order of succession shall be in the order of the listing of the Officers of the Association in Articles II through VIII of the Bylaws. If the succession reaches the general representatives, the order shall be determined by descending order of seniority, from 7th semester representative to 1st semester representative.

Section 6. Vacancies of the Class Representatives.

- a. Class Representative vacancies will be filled following Class Representative procedures as outlined in these bylaws.

- b. In the event that there is a vacancy in the position where two students are elected running on a ticket, the remaining student will maintain their position for the rest of term. A replacement is to be selected within one week of the vacancy occurring based upon the procedure outlined in this document.

ARTICLE XVI – SAVMA DELEGATES

Section 1. Two SAVMA delegates (corresponding/senior and junior) will represent the Chapter at the SAVMA House of Delegates meetings. The lead delegate shall, by default, be the delegate in the higher semester, regardless of the time of appointment.

Section 2. The delegate shall be selected by the incumbent delegates along with the President of SCAVMA, subject to approval by the acting Executive Board. Replacement of the SAVMA delegates shall be from a pool of at-large applicants. During the final semester of an outgoing delegate's term, s/he shall inform the pool eligible applicants of the opening. The opening shall be filled from qualified applicants, subject to approval from the SCAVMA Executive and General Boards.

Section 3. A delegate will serve for approximately two years. The delegates shall serve until completion of the SAVMA designated term of four meeting and until a replacement delegate is appointed.

Section 4. The junior delegate shall be appointed from a member of the first semester class. This is to afford the junior delegate the opportunity to run for a National SAVMA executive board position and to serve a full year term in that position.

Section 5. The delegates are the liaison between the AVMA and SAVMA and the Student Chapter.

Section 6. The delegates shall:

- a. Attend all SAVMA meetings. Travel expenses related to SAVMA meetings will be paid by the Chapter.
- b. Maintain a file of committee reports, minutes and other pertinent information for reference and information. This file should be passed on from the outgoing corresponding/senior delegate to the junior (who is becoming the corresponding/senior) delegate.
- c. Poll the Chapter for their viewpoint on SAVMA business items.
- d. Promptly disseminate information directed through the delegates to the appropriate people.
- e. Disseminate information on the SAVMA meetings and activities to the Chapter.
- f. Maintain current records of all RUSVM Student Body Members regarding SAVMA and SCAVMA membership status
- g. Works with the RUSVM Administration to determine allocation of SCAVMA funds for SAVMA dues
- h. Upon acceptance of national SAVMA delegate position, the delegate agrees that transferring out of RUSVM before the end of his/her assigned term shall constitute grounds for recovery of any funds used to send said delegate to any national SAVMA function.

Section 7. The delegates shall be full voting members of the Executive Board.

ARTICLE XVII - ASSESSMENTS AND BUDGET

Section 1. Assessments, other than dues, that are necessary to meet expenses shall require a two-thirds affirmative vote of all Chapter members

Section 2. The budget for the coming semester shall be presented to the Executive Board before or at the last meeting of the current semester when it shall be voted on.

ARTICLE XIX- SCAVMA RECOGNIZED CLUBS

Section 1. In order to be a SCAVMA recognized club in good standing, the club must have 100% of its members as current dues paying members of SCAVMA and SAVMA.

- a. It shall be determined, by the club's executive board, who will have the responsibility of keeping track of its members and their membership status with SCAVMA and SAVMA.
- b. Membership with SCAVMA and SAVMA will be tracked through receipts that are received after payments of dues online. If there is a question of membership, the SAVMA Delegates can be contacted for verification.
- c. Each SCAVMA recognized club must turn in their updated bylaws in April of every year and their updated rosters each semester to the Vice President of SCAVMA. It must be included in a recognized club's bylaws that each member must be a SCAVMA and SAVMA dues paying member.

Section 2. To qualify for funding from SCAVMA, a club must be a SCAVMA official club and be in good standing. To be in good standing, they must submit an annual report to the Vice President of SCAVMA in April and their membership roster by the end of each semester. Additionally, when a club applies for funding, they must submit an up-to-date roster by the Friday before the Budget Meeting in which they plan to apply for funds. A club will remain ineligible for SCAVMA funding until both their annual report and semesterly membership roster is received and verified by the Vice President.

ARTICLE XX - AMENDMENTS

Section 1. The Bylaws may be amended by written resolution presented to the Executive Board and Student Chapter at least one month before final action is taken. Final action is defined as a majority vote by quorum.

Section 2. The Chapter secretary shall advise the AVMA of any amendments to the Bylaws. Such alterations must be approved by the AVMA before they are effective.

ARTICLE XXI – WEBMASTER

Section 1. The webmaster shall be an appointed position and will be selected through application and interviewing process by the executive board.

Section 2. The webmaster shall:

- a. Attend all Chapter meetings, serving as a voting member of the Executive Board.

- b. Be charged with assisting the Secretary in maintaining the official SCAVMA website and all issues pertaining to it.
- c. Be the official liaison between the RUSVM IT Department and SCAVMA/SGA.
- d. Coordinate with each executive officer concerning information they may provide that is proposed to be displayed on the website and upon verification post said information.
- e. Be direct liaison between Vet Views and SCAVMA/SGA.
- f. Ensure the smooth operation of any technological equipment that may be used during a General Board meeting.
- g. Shall be a first, second, or third semester student upon application of the position.

Section 3. The Webmaster-elect shall:

- a. Be appointed through a written application and interviewing process by the new Elect Officers within one week of their installation, subject to approval by the EB.
- b. Become familiar with all duties and responsibilities of the office of the Webmaster.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Webmaster or the EB.
- e. Succeed to the office of Webmaster upon the expiration of the Webmaster's term of office.