



RUSVM SAVMA Chapter Constitution and Bylaws

January 2018



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SAVMA PRESIDENT
RUSVM

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CONSTITUTION

ARTICLE I – NAME

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

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, Webmaster, two Activities Directors, Cultural Outreach Officer and Student Wellness Officer. Each of these officers shall be chosen in accordance with Articles XIX, Section 1 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 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 SAVMA 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 Ross University School of Veterinary Medicine Student of the American Veterinary Medical Association Chapter, 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 the 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 Executive Board (EB) Officers who have immediate charge of Student Chapter affairs include the President, President-elect, Vice President, Vice President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, two Activities Directors, two Activities Director-

elects, Parliamentarian, Parliamentarian-elect, Webmaster, Webmaster-elect, a Senior SAVMA Delegate and a Junior SAVMA Delegate, Student Wellness Officer, Student Wellness Officer-elect, Cultural Outreach Officer, and Cultural Outreach Officer-elect.

Section 2. Eligibility.

- a. Candidates for any Student Chapter office must be RUSVM SAVMA members in good standing (see Article XVIII, Section 2 of the Bylaws).
- 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 each semester by honorary administrative members and officers will be notified of any concerns or discrepancies.
- d. Each respective candidate must have never been found "in violation" of the RUSVM student code of conduct before elections take place and while holding office. This will be periodically reviewed by honorary administrative members and officers will be notified of any concerns or discrepancies.
- e. The President-elect, shall be second or third semester veterinary student at the time of application.
- f. The Vice President-elect, Secretary-elect, Activities Director-elects, Treasurer-elect, Parliamentarian-elect, Webmaster-elect, Cultural Outreach Officer-elect, and Student Wellness Officer-elect shall be first, second, or third semester veterinary students at the time of application.
- g. The SAVMA Junior Delegate shall be a first semester veterinary student during the Fall semester 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 SAVMA 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 SAVMA 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 SAVMA, 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 Executive Board meeting of week 13 of the Spring semester and shall serve a duration of one year. The elected class representatives shall assume office during the General Board meeting of Week 12 of each semester.

- a. The President, Vice President, Secretary, Treasurer, Activities Directors, Parliamentarian, Webmaster, Student Wellness Officer, and Cultural Outreach Officer shall serve on the SAVMA EB from installation at the 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, Webmaster-elect, Parliamentarian-elect, Activities Director-elects, Cultural Outreach Officer-elect, and Student Wellness Officer-elect shall serve on the SAVMA EB (without a vote) from installation at the meeting held during Week 6 (Week 7 for Parliamentarian-elect) of the Spring semester until they assume their respective office during installation at the 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 SAVMA, 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 SAVMA shall call a special election of the Student Body within 15 days.
- c. A recall movement must register with the SAVMA 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 – EXECUTIVE BOARD (EB)

Section 1. The EB shall consist of the following: President, Vice President, Secretary, Treasurer, Activities Directors, Parliamentarian, Webmaster, SAVMA Delegates, Student Wellness Officer, and Cultural Outreach Officer. When applicable, the President-elect, Vice President-elect, Secretary-elect, Treasurer-elect, Activities Director-elects, Parliamentarian-elect, Webmaster-elect, Student Wellness Officer-elect, or Cultural Outreach Officer-elect may be requested to substitute as the EB Member(s) of their elect position.

- a. Only the President, Vice President, Secretary, Treasurer, Activities Directors, Parliamentarian, Webmaster, SAVMA Delegates, Student Wellness Officer, and Cultural Outreach Officer 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 in good standing (see Article XVIII, Section 2 of the Bylaws).

Section 3. Election (Articles XIX, Section 1 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 SAVMA dues with approval by majority vote of the General Board members.
- f. Permit General Board members 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 SAVMA EB, GB, and budget meetings unless a valid excuse is presented to the EB.
- b. One excused absence shall be permitted per semester. Frequent absences without valid excuse may result in the relinquishment of duties.
- c. Three tardies will be considered an unexcused absence.
- d. If the EB member arrives 20 minutes or later into the meeting, it will be considered an absence.
- e. The EB member in question must email the SAVMA Parliamentarian and CC the SAVMA President for the absence to be considered for approval.
- f. If an EB member violates the attendance requirements, they will be subject to attend a Judicial Board hearing to rectify the situation.

ARTICLE III – PRESIDENT AND PRESIDENT-ELECT

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

Section 2. Election (Article XIX, Section 1 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 SAVMA General Board (GB) 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 SAVMA General Board.
- e. Coordinate student participation on non-academic committees, boards, and taskforces.
- f. Represent the student body on various administrative committees, as delegated by RUSVM Administration.
- g. Be the liaison between SAVMA and the Dean's Office.
- h. Be the SAVMA representative member of the Curriculum Committee and Grievance Committee.
- i. Be a member of the SAVMA Judicial Board.
- j. Will meet with the Director of Student Experience weekly.
- k. Appoint a Parliamentarian as outlined in Article VIII, Section 2 of the Bylaws.
- l. Be responsible for compiling a yearly Chapter Report for submission to the National SAVMA.
- m. Vote only in the case of a tie vote.
- n. Attend all SAVMA Presidents meetings during his/her term. Travel expenses will be paid by the Dean's Hills account.
- o. Disseminate information on the SAVMA President's meetings and activities to the Chapter.
- p. 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.
- q. Hold office for one year.

Section 4. The President-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the President.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the President or the EB.
- e. Succeed to the office of President upon the expiration of the President's term of office.
- f. Attend all SAVMA President's meetings during his/her term. Travel expenses will be paid by the Dean's Hills account.
- g. Disseminate information on the SAVMA President's meetings and activities to the Chapter.
- h. 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 IV– VICE PRESIDENT AND VICE PRESIDENT-ELECT

Section 1. Election (Article XIX, Section 1 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 SAVMA General Board.
- b. Assist the President in facilitating good relations between the SAVMA General Board and student organizations.
- c. Maintain an archived list of all campus clubs and organizations' Constitution and Bylaws
- d. Assist the President in ensuring that the members understand the issues being advocated by the SAVMA and SAVMA-sponsored groups.
- e. Be the liaison between the SAVMA and all student clubs and organizations, and shall be responsible for updating and keeping an accurate list of clubs with all respective officers and/or contacts. This list shall be posted on the SAVMA website for student reference.
- f. Organize a club fair within the first two weeks of each semester.
- g. Help organize the annual RUSVM Open House in conjunction with administration and the RUSVM Communications Specialist
- h. Be the SAVMA representative member of the Library Committee.
- i. Be a member of the SAVMA Judicial Board.
- j. Is responsible for any issues pertaining to lockers.
- k. Become familiar with the duties of the President and policies of the organization.
- l. Help the SAVMA Store representatives when necessary
- m. Hold office for one year.

Section 3. The Vice President-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the Vice President.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Vice President or the EB.
- e. Succeed to the office of Vice President upon the expiration of the Vice President's term of office.

ARTICLE V – SECRETARY AND SECRETARY-ELECT

Section 1. Election (see Article XIX, Section 1 of the Bylaws).

Section 2. The Secretary shall:

- a. Attend all Chapter meetings, record and post minutes of the SAVMA 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 SAVMA finances.
- c. Work with the President and Vice President in organizing all written correspondences.
- d. Be responsible for the manifestation and distribution of the weekly SAVMA Newsletter.
- e. Supply the AVMA with lists and other information, as requested.
- f. Issue membership cards, in conjunction with the SAVMA Delegates.

- g. Shall oversee and facilitate all General Board Elections.
- h. Be the SAVMA representative on the RUVK Committee, attending two focus group meetings per semester.
- i. Be the liaison between the SAVMA and the Facilities department.
- j. Hold office for one year.

Section 3. The Secretary-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of Secretary.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Secretary or the EB.
- e. Shall succeed to the office of Secretary upon expiration of the Secretary's term of office.

ARTICLE VI – TREASURER AND TREASURER-ELECT

Section 1. Election (see Article XIX, Section 1 of the Bylaws).

Section 2. The Treasurer shall:

- a. Be responsible to the SAVMA 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 SAVMA funds from all sources.
- d. Be the SAVMA 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 (SAVMA).
- 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 at the week 9 Budget Meeting.
- 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. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the Treasurer.
- c. Serve as a non-voting member of the EB.

- d. Perform such other duties as may be assigned by the Treasurer or the EB.
- e. Shall appoint a Scholarship Liaison-elect by Week 7 of Spring Semester via application and interview process
- f. Succeed to the office of Treasurer upon the expiration of the Treasurer's term of office.

ARTICLE VII – ACTIVITIES DIRECTORS AND ACTIVITIES DIRECTOR-ELECTS

Section 1. Election (see Article XIX, Section 1 of the Bylaws).

Section 2. The Activities Directors shall:

- a. Preside over all activities involving the SAVMA as an organization, including Thanksgiving dinner and the RUSVM SAVMA Leadership and Excellence Awards.
- b. Maintain and upkeep all equipment purchased by the SAVMA.
- c. Appoint (optional) coordinators for individual sports and those coordinators shall share responsibility for that sport's equipment.
- d. Organize and manage all fundraising items and events
- e. Be the liaison(s) between the SAVMA and the Security department. This duty may be fulfilled by one or both Activities Directors, at their own discretion.
- f. Hold office for one year.

Section 3. Activities Director-elects shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the Activities Directors.
- c. Serve as non-voting members of the EB.
- d. Perform such other duties as may be assigned by the Activities Directors or the EB.
- e. Succeed to their respective office upon expiration of the Activities Directors' terms of office.

ARTICLE VIII – PARLIAMENTARIAN AND PARLIAMENTARIAN-ELECT

Section 1. The Parliamentarian shall:

- a. In the event that the SAVMA 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 SAVMA Chapter.
- c. Maintain a record of meeting attendance of SAVMA General and Executive Board members as well as maintain meeting order during all SAVMA meetings in accordance to "Robert's Rules of Order."
- d. Maintain a record of meeting attendance of SAVMA non-board members.
- e. Be the liaison between the SAVMA and the Research Department.
- f. Be a member of the SAVMA Judicial Board.
- g. Be responsible for the creation and distribution of SAVMA's bi-monthly Bladder Chatter Editions.
- h. Hold office for one year.

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 – WEBMASTER AND WEBMASTER-ELECT

Section 1. Election (Article XIX, Section 1 of the Bylaws).

Section 2. The Webmaster shall:

- a. Attend all Chapter meetings, serving as a voting member of the Executive Board.
- b. Be responsible for maintaining the official SAVMA student government webpage and all issues pertaining to it.
- c. Be the official liaison between the RUSVM IT Department and SAVMA/SGA.
- d. Coordinate with each Executive Board member-concerning information they may provide that is to be displayed on the website and post said information.
- e. Photograph and update SAVMA-related events to post onto RUSVM SAVMA Facebook page.
- f. Provide updated Class Representatives, SAVMA and SAVMA Executive Board roster to IT department and set up the listserv for General Board members.
- g. Prepare certificates for the RUSVM Leadership and Excellence Awards and SAVMA board members at the end of their term.
- h. Be admin of the SAVMA Facebook page, the RUSVM Student Cars for Sale page, Club Officers & Student Representative's page, SAVMA Executive Board page, and SAVMA General Board page.
- i. Ensure the smooth operation of any technological equipment that may be used during the General Board meeting, Executive Board meeting, and SAVMA-related events.
- j. Hold office for one year.

Section 3. The Webmaster-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- 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.

ARTICLE X – SAVMA DELEGATES

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

Section 2. The incoming Junior Delegate shall be selected by the incumbent Delegates along with the President of SAVMA by application and interview process of qualified applicants, subject to approval from the SAVMA Executive and General Boards. During the final semester of an outgoing Delegate's term, s/he shall inform the pool of eligible applicants of the opening.

Section 3. The SAVMA Delegates will serve an approximate two-year term completing the designated SAVMA tenure of four HOD meetings and/or until a replacement Delegate is appointed.

Section 4. The Junior Delegate shall be appointed from a member of the first semester class during the Fall semester. 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 SAVMA Delegates are the liaison between the AVMA, SAVMA, and RUSVM SAVMA.

Section 6. The SAVMA Delegates shall:

- a. Attend all SAVMA meetings. Travel expenses related to SAVMA meetings will be paid by the Dean's Hills account.
- b. Maintain a file of SAVMA committee reports, minutes and other pertinent information for reference. This file should be passed on from the outgoing corresponding/Senior Delegate to the Junior Delegate (who is to become 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 SAVMA membership status
Works with the RUSVM Administration and SAVMA Treasurer to determine allocation of SAVMA funds for SAVMA dues.
- g. Agree that transferring out of RUSVM before the end of his/her assigned term grounds for recovery of any funds used to send said Delegate to any National SAVMA function.

Article XI – Student Wellness Officer

Section 1. Election (Article XIX, Section 1 of the Bylaws).

Section 2. The Student Wellness Officer shall:

- a. Consult with and refer to the Counseling Center, and Student Success Center during monthly meetings
- b. Report information to the SAVMA Executive and General Boards regarding the SSC/CC workshops and services and provide adequate information for upcoming events

- c. Plan activities throughout the semester to raise awareness for mental health, student wellness, and promote a more positive culture on campus according to student needs and requests
- d. Manage the RUSVM Student Wellness Committee & the SWC Facebook pages
- e. Provide “Stress Tip(s)” to the SAVMA Parliamentarian for the Bladder Chatter Newsletter (every other week beginning Week 3)
- f. Collaborate with Clubs & Organizations on campus to maximize utilization and efficiency of resources, as it relates to wellness
- g. Lead SWC meetings and report to the EB/GB
- h. Managing SWC supplies stored in the SAVMA closet
- i. Maintain the SWC budget and expenses with the SAVMA Treasurer
- j. Plan and execute Stress Buster Week (Week 14)
- k. Collaborate with the SAVMA COO when necessary

Section 3. The Student Wellness Officer-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the Student Wellness Officer.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Student Wellness Officer or the EB.
- e. Succeed to the office of Student Wellness Officer upon the expiration of the Student Wellness Officer’s term of office.

Article XII – Cultural Outreach Officer

Section 1. Election (see Article XIX, Section 1 of the Bylaws).

Section 2. Active Statements of the Cultural Outreach Officer:

- a. Define professionalism at RUSVM: outlining the core values and professional standards expected of graduate level students
- b. Begin/Follow-Up the discussion around the PASS Certificate Program and a DeVry Badge Program/Recognition of completion in the students’ permanent records
- c. Follow-Up with and actively participate in the organization and implementation of the Accountability Movement
- d. Follow-Up with and actively participate in the organization and implementation of the Professionalism Advocates/Class Ambassador(s) movement

Section 3. The Cultural Outreach Officer shall:

- a. Promote and facilitate diversity programs and/or opportunities within the SAVMA organization and the RUSVM
- b. Represent RUSVM SAVMA on the PASS Committee and reporting to the EB/GB on the committee’s behalf. As well as submit self-reflecting questions from the committee’s discussions to the Bladder Chatter
- c. Represent RUSVM SAVMA on the RUSVM Diversity Committee and will report to the

- EB/GB on the committee's behalf. As well as submit pertinent information from the committee's discussions to the Bladder Chatter
- d. Consult with and refer to the Office of Student Engagement and Professional Standards regularly
 - e. Assist the SAVMA Activities Directors with all SAVMA-hosted events to accommodate for more diverse student attendance and participation
 - f. Serve as liaison between the National SAVMA COO and RUSVM students, clubs, and organizations as it relates to diversity, inclusion, etc.
 - g. Promote inclusiveness and cultural competency
 - h. Promote cultural outreach amongst the local communities
 - i. Encourage an encompassing and complete student environment
 - j. Be an active member of the RUSVM SWC collaborating with the RUSVM SWC, Counseling Center, and the Student Success Center
 - k. Advocate awareness and initiatives supporting students with disabilities

Section 4. The Cultural Outreach Office-elect shall:

- a. Be appointed through the election of EB during Week 5 of Spring semester, allowing for installation during Week 6 of that semester.
- b. Become familiar with all duties and responsibilities of the office of the Cultural Outreach Officer.
- c. Serve as a non-voting member of the EB.
- d. Perform such other duties as may be assigned by the Cultural Outreach Officer or the EB.
- e. Succeed to the office of Cultural Outreach Officer upon the expiration of the Cultural Outreach Officer's term of office.

ARTICLE XIII – FACULTY ADVISORS

Section 1. Faculty Advisors shall be members of the Faculty.

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

Section 3. Faculty Advisors shall serve as Advisors to the SAVMA and shall attend all meetings of the Chapter including EB.

Section 4. The Chapter will elect two Faculty Advisors that shall serve staggered two year terms. One Faculty Advisor position will be up for election every other year at the time of SAVMA Executive Board elections.

- a. In the event a Faculty Advisor chooses to vacate the position, interviews and selection of a new Faculty Advisor will be conducted by the SAVMA EB under the advisement of the current Faculty Advisors.

Section 5. Faculty Advisors will serve as members of the SAVMA Judicial Board with at least one advisor being present at any given Judicial Board hearing.

ARTICLE XIV – GENERAL BOARD

Section 1. The SAVMA General Board shall consist of the following: two (2) Class Representatives from each class, semesters 1-7, one (1) Class Representative from Vet Prep, and the AVMA Student Ambassador for PLIT.

Section 2. All General Board members must be Student Chapter Members in good standing (see Article XVI, Section 2 of the Bylaws).

Section 3. Attendance.

- a. The Class Representatives are required to attend all SAVMA GB meetings.
- b. The AVMA PLIT Student Ambassador for PLIT must attend a minimum of 4 GB meetings per semester: Weeks 2, 5 (budget meeting), 8, and 12. Monthly attendance will allow the Ambassador to stay current with topics and events on-campus, as well as disseminate information to the GB on a regular basis.
- c. Two meeting absences, with valid excuse determined by the EB, are permitted to each Class Representative.
- d. Three tardies will be considered an unexcused absence.
- e. If the GB member arrives 20 minutes or later into the meeting, it will be considered an absence.
- f. The class representatives must put elective courses provided by the university which run into required GB and Budget meetings at the discretion between himself/herself and the respective co-class representative for their semester.
- g. If a class representative will be taking an elective course, both class representatives must sign a document that they are in agreeance of the class representative missing meetings. A third party (of any EB member or Faculty Advisor) must be present and sign the document.
- h. 7th semester students and any students with scheduled core courses mandated as mandatory by the university during a mandatory SAVMA GB or Budget meeting will serve as an excused absence. (For example, 1st semester class representatives who have Anatomy Lab until 5pm on Tuesdays for a designated half of the semester.)
- i. The GB member in question must email the SAVMA Parliamentarian and CC the SAVMA President for the absence to be considered for approval.
- j. If a GB member violates the attendance requirements, they will be subject to attend a Judicial Board hearing to rectify the situation.

Section 4. The AVMA Student Ambassador for PLIT serves as a liaison between the PLIT and the student body at RUSVM. The ambassador will keep students apprised of the programs and services offered by the AVMA PLIT. The Ambassador is elected by an application and interview process conducted by the current AVMA PLIT Ambassador. A secondary interview of the current Ambassador's top candidates will be conducted by a SAVMA faculty advisor(s), the SAVMA President, at least one of the SAVMA Delegates, and/or one other EB officer. Elections for the AVMA PLIT Ambassador take place during the Fall semester every year. Training of the AVMA PLIT Ambassador-elect occurs during the Spring semester, and full responsibility is assumed upon matriculation into the Summer semester. Eligible applicants are second semester students, who are SAVMA members in Good Standing.

If the AVMA Student Ambassador for PLIT fails to complete his/her necessary duties, the SAVMA Delegates and immediate-past AVMA PLIT Ambassador, with approval from the Executive Board, reserve the right to dismiss the AVMA PLIT Ambassador from his/her position. A new AVMA PLIT Ambassador will then be elected to complete the term by the process described above.

Section 5. The AVMA Student Ambassador for PLIT shall:

- a. Serve as a non-voting member of GB and will concurrently not be allowed to receive PDF points for the position.
- b. Introduce him or herself to the first semester class during the SAVMA Orientation Meeting held the Friday of Week 1 each semester
- c. Host a booth at the Club Fair on the Tuesday of Week 2 each semester in conjunction with other SAVMA officers
- d. Disseminate AVMA PLIT Newsletters and updates to the student body through the school listserv and other news platforms, i.e., Bladder Chatter, social media, etc.
- e. Host AVMA PLIT Advisors during their visits to RUSVM
- f. Collaborate with VBMA for scheduling CE's offered through AVMA PLIT
- g. Report to the communications coordinator (Registrar) and other relevant student organizations, as needed, for co-hosting AVMA PLIT events
- h. If possible, attend SAVMA Symposium as the RUSVM AVMA PLIT Ambassador
- i. Share information about AVMA PLIT to the RUSVM student body through conference and symposium promotions when hosted and/or sponsored by AVMA PLIT
- j. Serve as the point of contact for all AVMA PLIT-related inquiries
- k. The representative will hold the position for one year.

ARTICLE XV – CLASS REPRESENTATIVES

Section 1. Election (see Article XIX, Section 3 of the Bylaws).

Section 2. The Class Representatives shall:

- a. Present to the SAVMA general student interests.
- b. Be responsible for functions not delegated to other officers.
- c. Have specific duties delineated in the Bylaws and other functions as delegated by the SAVMA.
- d. Be current dues-paying members of RUSVMSAVMA (incoming Summer Semester Class Representatives are granted an exception until SAVMA registration opens in June).
- h. 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 each semester by honorary administrative members and officers will be notified of any concerns or discrepancies.
- i. Each respective candidate must have never been found “in violation” of the RUSVM student code of conduct before elections take place and while holding office. This will be periodically reviewed by honorary administrative members and officers will be notified of any concerns or discrepancies.

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.

Section 4. Class Rep.'s must maintain their SAVMA membership and remain in good academic standing. Class Rep.'s are also expected to meet the Professional Standards set forth in Section 2.4 of the RUSVM Student Handbook. If found in violation of these policies, class rep nominees will not be eligible to run for class representative. If a class representative is not fulfilling the duties of his/her position, the Executive Board of SAVMA has the authority to remove that representative from his/her position.

ARTICLE XVI – 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. Webmaster Matters
10. SAVMA Delegate Matters
11. Student Wellness Officer Matters
12. Cultural Outreach Officer Matters
13. Faculty and Department Advisor Announcements
14. Old Business
15. New Business
16. Open Forum
17. Adjournment

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

ARTICLE XVII – MEETINGS

Section 1. Chapter meetings are held on a weekly basis. The Executive Board will meet the Monday of Week 1 and will resume every odd week hereafter. The General Board will meet the Tuesday of Week 2 and will resume every even week hereafter. General Board meetings are closed to the student body and begin at 4:30pm. Chapter Budget meetings are closed and are reserved for Weeks 5 and 9, followed by an Executive Board meeting.

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, unless agreed upon by the Chapter.

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 SAVMA 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 SAVMA authority.
- b. Upon determination of the validity of the signatures by the EB, the SAVMA 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 SAVMA General Board in office at the time the measures are approved.

ARTICLE XVIII – 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 granted Student Government membership without paying SAVMA dues, until their matriculation into Semester 1.
- b. An exception will be made for Vet Prep students for all SAVMA related events.

Section 2. A SAVMA member in good standing shall be defined as a RUSVM student a current SAVMA dues-paying member and that remains a dues-paying member for consecutive semesters from, and including, second semester through, and including, tenth semester. RUSVM SAVMA members in good standing shall have paid and renewed their SAVMA dues a total of four times prior to graduation.

Section 3. Chapter Executive Officers and General Board members will encourage first semester students to join SAVMA within the first week of classes and/or during orientation.

- a. Incoming Summer semester students will not pay SAVMA membership dues until the SAVMA registration website opens in June.
- b. These students will not be excluded from SAVMA related events during this period but are expected to become dues-paying members upon the opening of registration should they wish to take advantage of benefits to Chapter members in good standing thereafter.

ARTICLE XIX – 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, Webmaster-Elect, Activities Director-elects, Cultural Outreach Officer-elect, and Student Wellness Officer-elect elections shall be made by Week 4 of the Spring semester.
- b. Elections for the Elect Officers will be conducted by anonymous ballot on Monday of Week 5 of the Spring semester.
- c. Installation of the elected Elect Officers shall take place at the Week 6 GB 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 is an appointed position by the President-elect. The Scholarship Liaison-elect is an appointed position by the Treasurer-elect. These positions are to be installed in Week 7 of the Spring semester.

Section 2. Election Committee.

- a. The President shall appoint an election committee consisting of one 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 before the adjournment of the Week 5 budget meeting 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 10 of each semester.
- b. General Board elections shall be done during Week 11 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 12 of each semester.
- e. The General Board election process shall be overseen by the Secretary (See Article V, Section 2 of the Bylaws)

Section 4. Voting Privileges.

- a. Members will be required to present verification of SAVMA 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 SAVMA 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 SAVMA 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 SAVMA, then individual nominations of those candidates by the SAVMA President, with subsequent appointment following a two-thirds yes vote by the SAVMA.
- 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
- e. 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 XX 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 XXI SAVMA RECOGNIZED CLUBS

Section 1. In order to be a SAVMA recognized club in good standing, the club must have 100% of its members as current dues paying members of SAVMA. Clubs must also have at least one executive board member attend the Mandatory SAVMA Budget and Fundraising Meeting every semester; this meeting is held on the Monday of Week 1.

- 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 SAVMA.
- b. Membership with 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 SAVMA recognized club must turn in their updated bylaws in April of every year and their updated rosters by the end of Week 3 of each semester to the Vice President of SAVMA. It must be included in a recognized club's bylaws that each member must be a SAVMA and SAVMA dues paying member. An exception shall be made for newly approved clubs, who will have two weeks after their approval to submit a roster to the Vice President.

Section 2. To qualify for funding from SAVMA, a club must be a SAVMA official club and be in good standing. To be in good standing, they must submit an annual report to the Vice President of SAVMA in April and their membership roster by the end of Week 3 of each semester. Additionally, when a club applies for funding, they must submit an up-to-date roster if the roster has since changed from week 3 by the Friday before the Budget Meeting in which they plan to apply for funds. A club will remain ineligible for SAVMA funding until both their annual report and semesterly membership roster is received and verified by the Vice President and SAVMA Delegates.

Section 3. All officer-elects are required to read the SAVMA Constitution and Bylaws as well as the SGA/SAVMA Student Handbook prior to starting their term of office. To aid in the transition of officer-elects, a Club Survival Guide has been created and can be accessed on the Club Officer Facebook page or provided by the SAVMA Secretary. It is imperative that new club officers be aware of deadlines and policies set forth by SAVMA and RUSVM.