RUSVM SGA-SAVMA CHAPTER
STUDENT HANDBOOK

January 2018

AMENDED
JANUARY 2018
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SGA/SAVMA
Ross University School of Veterinary Medicine Student American Veterinary Medical Association (SAVMA) and the Student Government Association (SGA) work as a single, joint organization. As such, funds collected from SAVMA/SAVMA membership fees are reserved for programs benefiting SAVMA members only, while funds collected as a line in RUSVM tuition and remitted to SGA are used for the benefit of all RUSVM students.

For the purposes of this document, “SAVMA” and “SGA” are used interchangeably, unless otherwise specified. Additionally, all statements referring to SAVMA apply to SGA and vice versa, unless otherwise specified.

RUSVM SAVMA Constitution and Bylaws
The RUSVM SAVMA Constitution and Bylaws may be downloaded from the RUSVM SAVMA Website.

Membership
To remain a member in “good standing” with SAVMA (but not SGA), students are required to remain up to date on their membership dues (Article XVIII, Section 2 of the RUSVM SAVMA Constitution and Bylaws).

Students are required to sign-up during their first semester and renew every June, regardless of whether they entered the system as a student in the Spring, Summer, or Fall semester. This is to ensure efficient records of student body SAVMA membership by the Senior Delegate and the Junior Delegate.

- In order to pay membership dues, please visit the following website: https://savmadues.avma.org/Pages/dues1.aspx
- If you are renewing your membership and have lost/misplaced your membership ID and/or password, please follow the directions on the previously mentioned website in order to have them emailed directly to you.
- Scotiabank cards are often not accepted for payment of dues, unfortunately (this is due to bank regulations and not those of the AVMA). Please use a US bank/credit card in order to make an online payment.
- Please visit this website to see a brochure including the benefits of becoming and remaining a SAVMA member: https://www.avma.org/About/SAVMA/WhatIsSAVMA/Documents/SAVMA_Brochure_2016.pdf
- Vet Prep students are automatically considered student government members without having to pay SAVMA dues and are allowed to participate in SAVMA related events (Article XVIII, Section 1, a. and b.).
- Websites related to SAVMA and/or AVMA for members/students:
Executive Board
The Executive Board (EB) is the administrative body of SAVMA and consists of the following: President, Vice President, Secretary, Treasurer, Activities Directors, Parliamentarian, Webmaster, SAVMA Delegates, Cultural Outreach Officer, and Student Wellness Officer. The term length for each position is one year, except the Delegates whom serve two years each. EB members cannot concurrently hold a General Board or Fundraising Chair position, with the exception that EB Elect positions may complete any GB or Fundraising term they are serving when elected. The President presides at all Chapter and EB meetings and the Vice President serves as chairman in the absence of the President. The chairman of the EB must report all the EB actions to the General Board.

- The EB shall:
  - Be SAVMA members and abide by the Chapter’s Constitution and Bylaws.
  - Decide on membership eligibility, based on but not limited to charges of misconduct filed against a member or issues with graduating in “good standing.”
  - Determine the annual dues with the approval, by majority vote, of the General Board.
  - Permit General Board members to attend EB meetings, but they shall have no vote.
  - Attend all weekly SAVMA meetings unless a valid excuse is presented to the board via the Parliamentarian. Frequent unexcused absences may result in the relinquishment of duties.

Elections and Appointments
An Election Committee consisting of one Class Rep from each class, as appointed by the President, supervises the EB election process during the Spring semester. Only 2nd and 3rd semester students may be nominated for President and only 1st semester students may be appointed to a SAVMA Delegate position. 1st, 2nd, and 3rd semester students may be nominated or appointed for all other EB positions.

- Nominations for EB positions are made by Week 4.
- Elections are conducted by secret ballot on the Monday of Week 5.
- Elected “Elect” Officers are installed during the Week 6 Chapter meeting.
Appointed “Elect” Officers are installed during the Week 7 Chapter meeting.
“Elect” Officers succeed to their respective offices upon expiration of the EB Officer’s terms during the Week 13 Chapter meeting.

President
The President is an elected position (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM). He/she presides over all SAVMA meetings and represents the student body by leading SAVMA and working with faculty, staff, and executive members of RUSVM and DeVry.

The President must represent the Chapter at the biannual SAVMA Presidents meetings. He/she is a voting member of SAVMA, but only votes in the case of a tie. Finally, he/she acts as the student representative on the Dean’s Council and Curriculum Committee.

Vice President
The Vice President is an elected position (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM). He/she presides over and appropriately delegates the duties of the President during any period that the President is unable to fulfill his/her obligations.

The Vice President manages an up-to-date Master List of Club Officers made available to the student body. He/she maintains contact with all current SAVMA recognized organizations and is responsible for organizing the Club Fair outside of the Student Union on the second Tuesday of each semester. Additionally, he/she acts as SAVMA’s liaison to the library and thus supervises the SAVMA Laptop Loaner Program.

Secretary
The Secretary is an elected position (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM) responsible for recording and publishing the minutes of SAVMA meetings, maintaining a record of the SAVMA bank account with the treasurer, and publishing the weekly newsletter. He/she presides over and appropriately delegates the duties of the President and Vice President during any period that they are unable to fulfill their obligations.

The Secretary maintains an archived list of all campus clubs’ and organizations’ Constitution and Bylaws and advises the AVMA of any amendments to the SAVMA Constitution and Bylaws. This may be done while an amendment sits for the obligatory month as a proposal, allowing the AVMA to pre-emptively approve it.

Additionally, he/she oversees all Class Representative elections and acts as SAVMA’s liaison to the Ross University Veterinary Clinic and Facilities.

Treasurer
The treasurer is an elected position (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM) responsible for working with the Accounting Department to maintain all SAVMA/SGA accounts. This includes accounting of all Chapter income, expenses, and assets, and making
disbursements as the Chapter directs. He/she reports on the financial accounts at EB and Chapter meetings, upon request.
The Treasurer presents and compares financial statements of the past year with the proposed budget for the upcoming year and at the end of Accounting Year assists the Accounting Department with auditing RUSVM’s Student Activities account. Additionally, he/she oversees the Professional Development Funds (PDF) program and acts as the student representative to the Safety Committee.

The Scholarship Liaison will be selected by an application and interview process. The final decision will be up to the discretion of the SAVMA Treasurer. This selection process will be done concurrently with the applications and interviews for Webmaster and Parliamentarian. Duties of the Scholarship Liaison include:

- Be the point of contact for all SAVMA/SGA scholarships, including but not limited to: Professional Development Funds, SAVMA Excellence Scholarship, & SAVMA Symposium Scholarship.
- Ensure the completion of all scholarship contracts.
- Work with the SAVMA Treasurer to ensure correct funding for each SAVMA/SGA scholarship.
- Work with the current Scholarship Coordinator in Administration.
- Report all scholarship information to the SAVMA Secretary for the newsletter and to the SAVMA Webmaster to put on the SAVMA website.
- Be a non-voting member of the SAVMA/SGA General Board.
- Attend the budget meetings in Week 5 and Week 9, as well as any other meetings at the request of the SAVMA Treasurer.

Activities Directors
The two Activities Directors are elected positions (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM) and preside over all SAVMA associated activities and events of RUSVM. They maintain all SAVMA owned equipment and regulate all class and club fundraising sales and events via supervision of the Fundraising Chairs.

The Activities Directors maintain and publish a schedule of all presentations, fundraisers, and other happenings at RUSVM. Additionally, they act as the SAVMA liaison to the Ross Staff Association and Security.

Persons interested in running for the Activities Director position are strongly encouraged to assist the current Activities Directors with Semester Olympics.

Webmaster
The Webmaster is an elected position (per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM) and maintains the official SAVMA website and RUSVM SAVMA Facebook page. He/she coordinates with EB officers to gather pertinent information and upon administrative authorization publish that information to the SAVMA website. He/she works closely with the
person in charge of the Academic Calendar to provide information on dates, venues and events held by clubs and organizations that are collected by the SAVMA Vice President. He/she oversees providing the updated Class Representatives and SAVMA and Executive Board roster to the IT department as well as prepares certificates for the RUSVM Leadership and Excellence Awards and SAVMA board members at the end of their term.

The Webmaster ensures the smooth operation of any technological equipment used during Chapter meetings, SAVMA-related events and acts as the SAVMA liaison to both the IT Department and Vet Views.

**Parliamentarian**
The Parliamentarian is appointed by the President. He/she works with the President and Vice President in overseeing day-to-day operations of SAVMA which includes: keeping a record of Chapter meeting attendance, maintaining order in the weekly Chapter meetings in accordance with “Roberts Rules of Order,” and above all remaining an unbiased and impartial party during Chapter discussions.

The Parliamentarian also acts as student representative to the Parking Committee and the SAVMA liaison to the Research Department.

**SAVMA Delegates**
The two SAVMA Delegate positions are appointed by the President and current Delegates. They act as liaisons between the AVMA, SAVMA and the Student Chapter, representing the Chapter at the biannual SAVMA House of Delegates meetings. From these meetings and any other source, they must promptly disseminate all pertinent information to the Chapter. The Delegates maintain a file of SAVMA committee reports, meeting minutes, reference information, and current records of all RUSVM Student Body members. Additionally, they are responsible for administering the Boot Drive, mediating SAVMA business items, and handling membership questions and issues.

**Student Wellness Officer (SWO)**
The Student Wellness Officer corresponds with the Student Success Center, Counseling Center, RUSVM CARE Team, RUSVM Gym Center, and the student body at RUSVM.

The Student Wellness Officer has immediate charge of the RUSVM Student Wellness Committee (SWC) affairs and will serve as a privileged voting member of the RUSVM SAVMA EB (elected per Article XIX, Section 1 in the Constitution & Bylaws of RUSVM). Nominees must be in Semesters 1, 2, or 3 and be a SAVMA member in good standing. The term length for the Student Wellness Officer is one year.

If the Student Wellness Officer is not fulfilling the duties of his/her position, the SAVMA Executive Board, reserves the right to dismiss the Student Wellness Officer from his/her position and install a new liaison to complete the current term in accordance with Article XIX, Section 5 in the Constitution and Bylaws of RUSVM.
**RUSVM’s Student Wellness & Student Experience Committees**

RUSVM’s Student Wellness & Experience Committees (RUSVM’s SWC & SEC) began in the spring of 2015 after the creation of the National SAVMA Wellness Task Force at the SAVMA House of Delegates meeting. The RUSVM Student Wellness Committee (SWC) is a branch of the National SAVMA Wellness Committee. RUSVM SWC is dedicated to improving student experience on campus through promoting events and activities pertaining to student mental health, wellness and student unity by creating a culture of positivity and care amongst the Ross community.

**Cultural Outreach Officer (COO)**

The Cultural Outreach Officer will serve as a privileged voting member of the RUSVM SAVMA EB and will be elected according to Article XIX, Section 1 in the Constitution & Bylaws of RUSVM. The COO shall represent the RUSVM student body at all RUSVM SAVMA EB & GB gatherings to advocate and promote cultural inclusion and cultural outreach amongst students and the local communities. The COO will help develop cultural competency within the RUSVM community by improving well-being and creating an inclusive veterinary school experience for students of all backgrounds and will promote diversity as a way of life.

**SAVMA Judicial Board**

The SAVMA Judicial Board will be comprised of the SAVMA President, SAVMA Vice President, SAVMA Parliamentarian, and the Faculty Advisors. The Judicial Board (JB) will serve the purpose to hold hearing for Executive Board members and General Board members who are not fulfilling their duties. One of the main criteria of the JB is to hold hearings concerning those members that are not abiding by the attendance policies stated in Article II and Article XIV of the Constitution and Bylaws. If the President, Vice President, or Parliamentarian is the member in question, they will not serve as a member of the JB for his/her hearing.

**General Board**

The Class Representatives (Class Reps) constitute the General Board (GB), serving as liaisons between their class, SAVMA, and faculty. Each class elects two students and Vet Prep elects one student to represent them. The Class Rep term length is one semester and there is no limit on the number of terms a student may serve. GB members cannot concurrently hold an EB or Fundraising Chair positions, with exception for EB Elect positions. Only students currently enrolled in a class may represent that class.

The AVMA Student Ambassador for PLIT will serve as a non-voting member of the GB and acts as liaison between the AVMA PLIT and the student body at RUSVM. Only 2nd Semester students are eligible to apply for the position during Spring Semester and hold office for one year. Candidates submit a written application, resume or CV, and proof of SAVMA membership. Preference will be given to active VBMA members. As a paid position by AVMA PLIT ($500.00USD/semester ($1500.00USD total/term)), the AVMA Student Ambassador for PLIT is not eligible for the PDF points awarded to other General Board Members. The ambassador will keep students acquainted with the programs and services offered by the AVMA PLIT. Refer to the SAVMA Constitution and Bylaws (Article XIV, Section 3 through Section 5) for the full
written description on the position.

Elections
The SAVMA Secretary supervises all Class Rep elections (making the anonymous election ballot and disseminating to classes). Only students currently enrolled in a class can vote for that semester’s candidates or run for one of the Class Rep. positions.

- The cutoff for nominations is the end of Week 10 of each semester. All current Class Rep.’s are required to call for nominations at this time. Send nominations to savmasecretary@rossvet.edu.kn.
- Elections are held/voting occurs during Week 11.
- Class Reps are installed during the Chapter meeting of Week 12.
- The Vet Prep and 1st Semester classes nominate and elect their Class Rep.’s by the end of Week 1, allowing installation during the Chapter meeting of Week 2.

If current Class Rep.’s would like to remain in their positions for the consecutive semester and will be running for their positions *unopposed*, then they do not need to re-submit blurbs/nominations and they resume their duties the following semester. If person(s) would like to run against current Class Rep.’s, both the Class Rep.’s and the new nominees need to submit blurbs/nominations.

Duties
Class Reps 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. The responsibilities of the Class Reps are as follows:

- Serve as a hub of communication between their peers, professors, and SAVMA.
- Attend weekly SAVMA meetings, with two excused absences allowed per semester, and relay pertinent information from these meetings to their classes.
- Meet routinely with their class’s Faculty Mentor.
- Appoint Fundraising Chairs each semester, as per the Fundraising section below.
- Class Reps are NOT to schedule exam review sessions or make changes in class schedule. All scheduling changes must go through the Academic Scheduler, Kathryn Lake, via klake@rossvet.edu.kn.
- Class Rep duties are not limited to the above list. The Class Reps frequently go above and beyond for their class, but it is important to remember that their education always come first.

Faculty Mentor program
Purpose
To promote faculty-student professional interactions which may include academic guidance, professional development and mentorship and to promote a commitment to the values of the
veterinary oath and the veterinary profession.

**Faculty Responsibilities**

- To serve as a role model of professional behavior, integrity, ethics, and commitment.
- To expose students to possible professional opportunities and career paths available in veterinary medicine, government, etc.
- To serve as a resource for students’ personal development and well-being
- To informally support the class representatives on their leadership with class initiatives.
- To meet with the class and/or class representatives a couple of times during each semester to exchange information and offer guidance where needed; to serve as a conduit of information to/from students from/to campus leadership.
- To act as a triage person for student issues to help them find the correct resources if needed. To refer to student life and academic progress campus leaders as needed.

**Selection of Faculty Mentors**

For semesters 2-7, the elected Class Representatives in working with their classes will invite a faculty member to serve in the capacity of Faculty Mentor, with the intention that Faculty Mentors travel with the same cohort/class throughout the pre-clinical program. Either the class or the Faculty Mentor may revisit the relationship at the beginning of each new semester.

For Vet Prep and semester 1, the SAVMA Executive Board will invite or re-invite a faculty member to serve in the capacity of Faculty Mentor to the Vet Prep and 1st semester Class Representatives and classes. The Vet Prep and 1st semester Class Representatives are encouraged to use this period to gain information on potential Faculty Mentors for semesters 2-7 through conversations with upper semester representatives, students in 1st semester who had successfully completed the Vet Prep program during the previous semester, and Vet Prep and 1st semester instructors. Either the Executive Board or the Faculty Mentor may revisit the relationship at the beginning of each new semester.

**SAVMA Weekly Meetings**

**Meeting Guidelines**

Chapter meetings are held every Tuesday during the semester, except Weeks 1, 14, and 15, at 4:30PM in the Upper Auditorium. All Executive and General Board members are required to attend and all RUSVM students, staff, and faculty are also encouraged to attend. Weeks 5 and 9 are reserved for budget meetings and are closed to all but Executive and General Board members. Meetings follow the guidelines set out in Robert’s Rules of Order, as per the section below. Open Forum is a time for anyone, including any student, faculty, or staff member with concerns relating to SAVMA or the student body to address the board. Meetings will follow the below agenda and can be changed by the President with approval by the board if need be:

1. Call to order
2. Roll Call
3. Guest Speakers
4. Presidential Matters
5. Vice Presidential Matters
6. Secretary Matters
7. Treasurer Matters
8. Activities Directors Matters
9. Webmaster Matters
10. SAVMA Delegates
11. Student Wellness Officer
12. Cultural Outreach Officer
13. General Board Matters
14. Faculty Matters (Faculty Advisors, Security, Communications, IT, etc.)
15. Open Forum
16. Parliamentarian Matters
17. Adjournment

**Robert’s Rules of Order**

A complete guide of Robert’s Rules of Order can be found here: Robert’s Rules of Order. Some important points are:

- You must raise your hand and be addressed by the parliamentarian before speaking at any point during the meeting.
- Motions:
  - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- Maintain professionalism and stay on subject.
- Voting on a motion is carried out by the parliamentarian, with majority winning the vote. The president will only vote in the case of a tie.
- There is a 10-minute limit for each topic brought to discussion; the parliamentarian keeps track of this time. A motion can be made to extend discussion beyond the 10 minutes if needed.

**Budget Meeting Guidelines**

Official SAVMA Recognized Clubs may request funds to bring guest speakers to the University or for special assistance during the Budget Meetings of Weeks 5 and 9. The current 7th semester class may also request banquet funding during these meetings. To qualify for funding, a club must be in good standing (RUSVM SAVMA Constitution and Bylaws, Article XXI, Section 1 and 2) and as clubs are expected to be financially self-sustainable organizations the requested funding cannot be for a regular expense. Each club requesting funds must follow the guidelines, which are available for download on the SAVMA website, correctly complete the budget proposal forms, and submit any supplementary documentation no later than the Friday before the Budget Meeting. SAVMA asks that the Treasurer of each club requesting funds present during the budget meeting, with a second officer in attendance. All club officers, including those that are additionally SAVMA Representatives or Officers, must leave the room during Chapter discussion of their budget requests. Likewise, so must 7th semester Representatives, Fundraising Chairs, and students directly involved with the request leave during Chapter discussion of their banquet funding request. A club may only receive funding from SAVMA one
time during a given semester. However, if the club in question presents at the Week 5 Budget Meeting and is denied and receives $0 funding then that same SAVMA club is allowed to return to the Week 9 Budget Meeting and request funds for a different guest speaker.

For Clubs and Guest Speaker Funding Requests
SAVMA funds are available to cover the expenses of speaker’s airfare and accommodations. This includes round trip airfare (max of $1000 USD for flight in total) and 2 nights stay (max of $100 USD per night). Given the high cost of flights and hotels, the organization requesting funds should comparison shop for the best prices available and submit a budget with these figures. If the SAVMA club cannot do so themselves, they may reach out to Isha Webster, iwebster@rossvet.edu.kn for assistance.

E-MAIL USAGE
Announcements
All campus-wide announcements made through e-mail must go through the SAVMA Weekly Newsletter. Some examples are, but not limited to, fundraisers (bake sales, apparel, etc.), individual club events, speakers, items for sale or rent and pet sitting. There are few exceptions to this rule and the SAVMA Executive Board must approve it if it does not go through the newsletter. Submissions for the newsletter must be made to SKAnnouncements@rossvet.edu.kn. The deadline for submission for the next week’s edition is Thursday at 11:59pm the week prior to being featured.

SAVMA Executive Board Members E-mail Addresses
President: savmapresident@rossvet.edu.kn
Vice President: savmavp@rossvet.edu.kn
Secretary: savmasecretary@rossvet.edu.kn
Treasurer: savmatreasurer@rossvet.edu.kn
Activities Directors: savmaactivities@rossvet.edu.kn
Webmaster: savmawebmaster@rossvet.edu.kn
Parliamentarian: savmaparliamentarian@rossvet.edu.kn
Delegates: savmadelegates@rossvet.edu.kn
Student Wellness Officer: savmaswcliaison@rossvet.edu.kn
Cultural Outreach Officer: savmacoo@rossvet.edu.kn

7th Semester Banquet Monies and Contract
This description is intended to clarify matters with respect to RUSVM, SAVMA/SGA, and the 7th Semester Banquet. As described in the RUSVM Student Handbook, RUSVM’s mission and function are purely academic. It is not organized, staffed, or equipped to promote, run, or oversee student events that fall outside these boundaries.

RUSVM fulfills an administrative function with respect to collecting fees from students, which are remitted to SAVMA in order to fund certain of its legitimate activities. RUSVM remits these fees to SAVMA on the express condition that they are to be used only for activities relating to student government or academic pursuits.
The 7th semester is responsible for planning, funding, and supervising the upcoming 7th semester banquet. It may ask RUSVM through SAVMA to provide a portion of the funding from fees collected from students. If SAVMA approves this request, RUSVM will grant SAVMA the funds on the condition that monies derived from student fees, collected, and remitted by RUSVM, be used exclusively for facilities and food and absolutely not for alcoholic beverages. SAVMA has agreed to these terms.

Accordingly, please be advised that RUSVM assumes no responsibility whatsoever in connection with these events. It will not be providing oversight, security, or transportation for the event. In particular, please be aware that RUSVM and SAVMA/SGA disclaim all responsibility for any alcohol served or consumed at the event, or the consequences of these actions. All matters relating to the event are the responsibility of the proprietor of the facility, the organizers of the event, and the individuals attending.

**Event/Vendor Contract**

If alcohol will be served using non-RUSVM monies, it is strongly suggested that the event organizers be sure that the contract includes the following:

1. A statement that the vendor has an alcohol license and will take full responsibility of practicing responsible service of alcoholic beverages.
2. That the vendor retains the right to refuse service.
3. That the vendor has liability insurance.

**SAVMA’s JOSH PROJECT**

Josh Project and Friends is a national organization that aims to help hospitalized children through the use of Josh kits. As per the official Josh Project and Friends website, “The AVMA and SAVMA have adopted Josh and Friends as an official fundraiser for the Children’s Miracle Network. Josh and Friends is currently working with the veterinary community and student chapters in all the veterinary schools in North America as they partner to place books and Josh puppies in hospitals.” For more information on the Josh Project at a national level, please visit: [http://www.joshandfriends.com/index.php](http://www.joshandfriends.com/index.php).

Under the authority of the SAVMA Delegates, Josh Project (JP) acts as the charitable arm of SAVMA, dedicated to comforting the sick and hospitalized children in our community. JP members make bi-monthly visits to the pediatric ward at JNF General Hospital, during which each child gets their very own “Josh Kit”, including a storybook that is read to them, called “I’ll Be O.K.”, and their very own plush “Josh” dog. By incorporating the unique and powerful human-animal bond, JP aims to ease pain, calm fears, and improve the overall hospital experience for these children. Each semester JP raises funds, allowing them to continue making a difference in the lives of the children in our community.

To that end, each semester JP hosts a variety of fundraising events. The family friendly Josh Project Cook-Off allows students, VIPs, professors, faculty, and staff members of RUSVM, as well as St. Kitts community members, to prepare their best dishes (appetizer, entrée, dessert) and compete for the best of each category. The Coin Fundraiser Week, taking place during Week 6 of the semester, provides a fun, competitive fundraising event for the student body as
well as a little fun for our professors. Woof for Wellness involves a full day of activities geared toward mental and physical wellness with a gorgeous view, group exercise, and meditation. Students and local teachers often host various classes during the half or full day offered at Woof for Wellness. For more information on JP at the local level, please visit: https://www.facebook.com/groups/103819979739795/

**Josh Project Chairs**

The Josh Project Co-chairs are appointed by a process of written application and interview by the two SAVMA Delegates and the SAVMA President. The current JP Co-Chairs may be in attendance if their availability permits. This process occurs during the beginning of each summer semester, and Co-chair elects are appointed by Week 5. Following the appointment of the new Co-Chairs, they must introduce themselves to the General Board at their next meeting (Week 6). Students in Vet Prep through fourth semester may apply. Installation of the new Co-chairs will be at the beginning of the Fall semester in which they will have charge of JP affairs. The term length for the JP Chairs is one year. With approval from the Executive Board, the SAVMA Delegates reserve the right to dismiss either or both Co-chairs from his/her position and install a new JP Co-chair(s) to complete the current term by the above application process. Following the appointment of the Co-Chairs-elect, the selection process for the Josh Project Treasurer-elect will take place at the discretion of the newly appointed Co-Chairs. The Co-Chairs-elect and the existing JP Officers and the SAVMA Delegates, if requested — will mediate this selection process, which can involve a written application and/or interview with any of the above listed parties. The JP Treasurer-elect should be appointed no later than Week 7 of the semester, so as to allow for sufficient training time.

JP Co-Chairs act as non-voting members on the RUSVM SAVMA General Board, are required to attend a minimum of 4 General Board meetings per semester: Weeks 2, 5 (Budget Meeting—Treasurer attendance required), 8, and 12 of every semester. This will allow Josh Project Co-Chairs adequate time to maintain their full attendance for JP Hospital Visits, which occur bi-monthly. Josh Project presence — by either the JP Officer(s) and/or designated volunteers — will also be required at the RUSVM Open House and the Club Fair which take place during summer semester and the Tuesday of Week 2 of each semester, respectively.

**CLUBS ON CAMPUS**

All clubs and student run organizations are overseen by the SAVMA Vice President. Official means of communication between SAVMA and all student clubs and organizations shall be in the form of email from the SAVMA Vice President to club presidents.

Under the authority of the SAVMA Vice President, a Club Fair is held outside of the Student Union on the second Tuesday of every semester, providing students a chance to visit and gain information on any clubs they may be interested in. Additionally, a list of all clubs on campus may be found in the RUSVM Clubs & Organizations section of the Student Government webpage of the RUSVM website.

**SAVMA Recognized Clubs**
The mission of SAVMA Recognized Clubs pertains directly to the veterinary profession or industry and thus these clubs are eligible for SAVMA/SGA funding. These clubs may request special funding as per the “Budget Meeting Guidelines” above. SAVMA Recognized Clubs are expected to be financially self-sustainable organizations, so SAVMA funding requests for routine expenses will not be granted. These clubs may additionally use other SAVMA/SGA resources, such as listing on the Student Government webpage of the RUSVM website, use of the BBQ and coolers, etc.

**Becoming a SAVMA Recognized Club**
To become an SAVMA Recognized Club the following criteria must be met:
- The organization has a Constitution, By-laws, current Mission Statement and club description
- Have a faculty advisor, and an elected or appointed board of officers
- Agree to establish and maintain a bank account in the club name with an up to date ledger through the RUSVM Accounting Department. Upon establishing this account, the newly formed club shall be granted $500 EC from SAVMA/SGA for startup costs.
- Abides by the rules established in the Ross University SAVMA Constitution, including Article VII, Section I, “shall comply with the provisions of the governing documents and the Principles of Ethics of the AVMA” including the student veterinary oath (no student may be “excluded based on considerations of religion, ethnicity, gender, sexual orientation, politics or social standing.”)
- Approval by majority vote of the general SAVMA board (one time only)

**Good Standing Guidelines for Clubs**
In order to remain in good standing as a SAVMA Recognized Club the guidelines below must be followed and can also be found in the RUSVM SAVMA Constitution and Bylaws, Article XXI, Section 1 and 2.
To remain in good standing as a SAVMA Recognized Club:
- 100% of members must be 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.
- Must turn in updated bylaws in April of every year and updated rosters and officers by the 3rd week of each semester to the Vice President of SAVMA (SAVMAvp@rossvet.edu.kn)
- Must be included in a recognized club’s bylaws that each member must be a SAVMA dues paying member
- Must maintain a bank account in the club name with an up to date ledger through the RUSVM Accounting Department.

**SGA Recognized Clubs**
The mission of SGA Recognized Clubs does not pertain directly to the veterinary profession or industry and thus these clubs are not eligible for SAVMA/SGA funding. However, these clubs
may use other SAVMA/SGA resources, such as being listed on the RUSVM Student Government webpage of the RUSVM website, use of the BBQ and coolers, etc.

**Becoming an SGA Recognized Club**

To become an SGA Recognized Club the organization must follow these criteria:

- The organization has a mission statement and club description
- Have a faculty advisor, and an elected or appointed board of officers
- Abides by the rules established in the Ross University SAVMA Constitution, including Article VII, Section I, “shall comply with the provisions of the governing documents and the Principles of Ethics of the AVMA” including the student veterinary oath (no student may be “excluded based on considerations of religion, ethnicity, gender, sexual orientation, politics or social standing.”)
- Approval by majority vote of the general SAVMA board (one time only)

**Club Bank Accounts & Money**

Newly formed club officers should contact the RUSVM Accounting Department for information on how to set up a club bank account and the requirements to keep such account active. It is advised that once the bank account setup is complete, that only designated officers be able to handle funds. It is also advised that any funds earned be taken directly to the Accounting Department for immediate deposit.

SAVMA assumes no responsibility for lost or stolen funds of any kind for any club and will not replace such funds. SAVMA assumes no responsibility for any penalties, fees or interest charged for mismanaged bank accounts.

**FUNDRAISING GUIDELINES**

**Purpose**

The following guidelines serve to prevent classes and clubs from flooding the limited market that is the RUSVM community with sales items and events, thus maximizing fundraising efforts for all parties involved. SAVMA reserves the right to withhold partial to complete SAVMA funding for any class or club that fails to adhere to the below fundraising guidelines.

**Fundraising Chair**

Under the authority of the Activities Directors, each class may have as many as three SAVMA recognized Fundraising Chairs to help raise funds for their 7th semester banquet. The Fundraising Chair term length is one semester and there is no limit on the number of terms a student may serve. A Fundraising Chair cannot concurrently hold a position as a General or Executive Board member, with exception to the EB Elect positions. Only students currently enrolled in a class can be a Fundraising Chair for that class. Taking into account incumbent performance, applicant qualifications, and class input, Class Reps appoint or reappoint their class’s Fundraising Chairs by the Tuesday of Week 14, but no earlier than the Wednesday of Week 13.

The Fundraising Chairs shall:

- Coordinate and oversee all class-sponsored fundraising events and sales.
- Ensure the availability of safe transport for all off-campus events.
- Follow proper procedure for approval of flyers, sales items, and events.
- Follow proper procedure for handling of funds generated from events and sales.
- Work closely with their Class Reps to accurately determine current finances and expected costs for Banquet.
- If a class requires additional funds for Banquet, their Fundraising Chairs may appeal to SAVMA as per the above “Requesting Funds from SAVMA” section.

**FLYERS**

**Design**

Fundraising flyer designs must be approved by the SAVMA Activities Directors prior to posting. All SAVMA and SGA Clubs are required to get their flyers approved by the Activities Directors. Designs on flyers and on social media may not contain logos, copyrighted material, or trademark names. To get a flyer approved send the design as a .pdf file to savmaactivities@rossvet.edu.kn. Each flyer will be electronically stamped by the Activities Directors. Designs of flyers must be submitted no later than 7 days prior to its respected event. If the deadline is missed, a semester or club forfeits the right to post any flyers of the event being advertised. An email will be sent to appropriate semesters or clubs once the flyers have been electronically stamped.

**Posting**

When posting flyers, please ensure that they are displayed in chronological order, with the flyer of the next upcoming event on top. Additionally, please adhere to designated posting areas, such as clear plastic plaques adjacent to doors, class boards, and general corkboards. Any flyers found taped to the doors, walls, or otherwise outside of the designated posting areas will be removed. SAVMA takes this measure to ensure the maintenance of a professional and clean campus. All event flyers marketing semester and club events must be removed within 7 calendar days after each event to ensure that all posters have been removed. If a semester or club fails to remove the posters within this time frame, a semester or club forfeits the right to post any flyers for their next on-campus or off-campus fundraising event as a consequence.

**Personal Sales**

Personal sales flyers may receive special approval from the SAVMA Activities Directors, to ensure the personal sale items do not conflict with sale items from any semester or organization. Items that make reference to RUSVM (i.e. displaying the RUSVM logo or the RUSVM name) must pass administration approval prior to sale, a process that can take up to seven days. Personal sale flyers may receive special approval following the above process, but can only be posted to general corkboards, not plastic plaques or class boards.

**SALES ITEMS**

When applying for approval of Sales Items, semesters receive preference over Official Clubs, and Official Clubs receive preference over Unofficial Clubs/Personal Sales.

**Sales, Approval, and Inheritance of Specialty Items**
Each semester and club can sell a total of 3 items per semester; the items can be any combination of novel items and specialty items.

All novel and specialty designs must receive the SAVMA Activities Directors’ approval prior to sale via written application to savmaactivities@rossvet.edu.kn. Items that make reference to RUSVM (i.e. displaying the RUSVM logo or the RUSVM name) must pass administration approval prior to sale, a process that can take up to seven days. Upon sale, a novel item becomes a specialty item. There is no deadline to submit sale items. The written application must specify if each fundraising item is to be sold on an ordering basis or first come first serve basis.

- “Conflicting Design” are of significant similarity to create direct sales competition. Of conflicting designs, only the design first approved may be sold. The SAVMA Executive Board has final say regarding whether two specialty items are conflicting.
- A given semester or club may retain the sales rights of and actively sell no more than three items per semester. A semester can sell no more than three items during a semester and keeps no more than one item in ‘reserve.’ Exceptions may be made via written application to the SAVMA Activities Directors for the purpose of liquidation of old stock.
- When liquidating old stock, no new items of that stock may be ordered; only what is currently on hand may be sold. The items being liquidated can only be sold at class or semester events/meetings and may not be advertised via flyers, social media, etc. Items can also be sold at orientation through the supervision of the Student Experience Specialist. The SAVMA Activities Directors must be notified when a semester or club plans to liquidate stock in addition to the allotted three sale items.
- A design sold or reserved by a semester becomes a “retired design” at the end of said semester’s 7th semester. A semester or club can additionally retire a design via written notice to the SAVMA Activities Directors. After a 14 day waiting period, rights to the sale of a retired item are available via written application to the SAVMA Activities Directors on a “first-come, first-served” basis. In the case of multiple applications on the same day, the sales rights go to classes over clubs.
- The 7th semester class has the opportunity to pass a design to any semester of their choice via email to the SAVMA Activities Directors. If the 7th semester class chooses not to hand down a design, after a one semester waiting period, the rights to the sale of a retired design are available via written application to the SAVMA Activities Directors on a “first-come, first served” basis. In the case of multiple applications on the same day, the sale rights go to the semesters over clubs. Upon approval, said retired design is reestablished as a design.

DESIGN GUIDELINES
When making designs, please keep in mind that RUSVM is a professional school. No reference of alcohol or controlled substances, profanity, nudity, lewdness, etc. are permitted. All t-shirt designs and specialty items must be approved before posting them on bulletin boards.

Use of RUSVM Logo
Ross University School of Veterinary Medicine has a school-specific logo, which includes both an icon and wordmark, giving RUSVM its own specific visual identity. Prior to using the RUSVM logo or name, you must request and receive permission from the RUSVM Office of Communications, a process that may take up to seven days. For permission to use of the RUSVM logo or name, please email the SAVMA Activities Director via email at savmaactivities@rossvet.edu.kn. Please including the following in your request:

- Information on how the logo will be used, including a photo of the item you are requesting the logo to be displayed on (if available)
- Whether there will be anything else included on the item you are requesting (quotes, saying, or other images)

The Activities Directors will forward all requests to the RUSVM Office of Communications and notify respective semesters and clubs once their t-shirt design or specialty item using the RUSVM logo or name have been approved.

**Bulk ordering:**

“Bulk items” are defined as items that are purchased prior to the initiation of its sale. Bulk items cannot be sold inside the Student Union. When selling bulk items, each bulk item will count towards one of the three allotted items to be sold per semester.

**Money Collection**

Money to pay for fundraising items will be collected and accounted for by each semester by the class representative or fundraising chairs. The money will then be given to the appropriate class representative or club representative. Any money that is misplaced or stole from a fundraiser will not be refunded by SAVMA. It is very important to ensure money is deposited as soon as possible to avoid any loss.

**EVENTS**

Events may be held by semesters or clubs for fundraising. Each semester may have 2 food sales and 2 off-campus events each semester. Clubs may have 2 food sales and 2 off-campus events each semester. Food sales and events cannot be exchanged for one another. No event should be duplicated by another club and/or semester. If a semester or club holds an event, they have first priority in holding the same event the next semester. Event ideas are first come, first serve by written request to the SAVMA Activities Directors. In the case of conflict, semesters receive preference over Official Clubs, and Official Clubs receive preference over Unofficial Clubs. All SAVMA and SGA approved clubs are required to obtain approval by the Activities Directors for their off-campus and on-campus events. Any semester or organization found to be holding any event not approved by the SAVMA Activities Directors for the current semester, will lose fundraising privileges as determined by the SAVMA Executive and General Boards. If a club or semester hosts a fundraising event without approval, there will be consequences including, but not limited to, loss of SAVMA recognition. Security is required to be at all off-campus events. SAVMA strongly encourages the promotion of student wellness at all club/semester events (i.e. advertising responsible drinking, having a designated driver program, etc). Therefore, any event name referencing the use of drugs, alcohol, etc will not be approved by the SAVMA Activities Directors.
Submitting Sale Items and Events for Approval

For Semesters
Fundraising requests may be submitted beginning at 8am on the Monday of Week 1. Dates are reserved based on seniority. All semester’s fundraising dates must be submitted by 12 pm on the Saturday of Week 1.

For clubs
Fundraising requests may be submitted beginning at 8am on the Monday of Week 2. Dates are reserved on a “first-come first-served” basis. All club’s fundraising dates must be submitted by 12pm on the Wednesday of Week 2. On-campus and off-campus event requests must include the date, time, duration, and location of the event. Once a semester or club event has been approved by the SAVMA Activities Directors, that event is reserved for that semester/club until they leave the island, or no longer want it. There can be no rescheduling of dates once the event’s date is approved; exceptions can be made through a written appeal to the SAVMA Executive Board. Semesters and clubs are required to submit three dates for each food sale and events to the SAVMA Activities Directors in preference order. No early submissions will be accepted. Dates are reserved based on seniority for semesters.

Any semester or organization found to be selling an item not approved by the SAVMA Activities Directors for the current semester, will lose fundraising privileges as determined by the SAVMA Executive and General Boards. If a club or semester hosts a fundraising event without approval, there will be consequences including, but not limited to, loss of SAVMA recognition.

Semesters and clubs are allowed to borrow SAVMA equipment for events. In order to borrow SAVMA equipment, email the Activities Directors (savmaactivities@rossvet.edu.kn) 48 hours prior to the event. Equipment must be returned in the condition it was lent out in. Failure of return equipment or equipment in bad condition will result in the semester or club funding for the replacement equipment.

Approved Areas for On-Campus Fundraisers
Approved areas for fundraisers held on-campus, such as bake-sales, are located next to Shack Shack, in front of MPL, near the entrance to the Upper Auditorium, and on the lawn outside the Student Union, the pavilion above the wedge, and the basketball court near the Prep school (after 6pm). The Student Union may be used for food-sales and events, however only one table may be used.

TRADITIONAL EVENTS
All of the following events are open to the entire RUSVM Community and must be approved by the SAVMA Activities Directors. Organization of safe and reliable transportation to and from all events is strongly encouraged. In chronologic order, the RUSVM’s Traditional Events are:

Semester Olympics
Traditionally held the afternoons of Tuesday, Wednesday, Thursday, and Friday during the 1st week of classes. Each semester creates teams to compete in Volleyball, Soccer, Kickball, Dodgeball, and Football. These sporting events routinely held at Timothy beach for volleyball and Flow Field from the remaining competitions.

Events are not limited to the listed activities and are subject to change at the discretion of the Activities Directors. These sporting competitions are routinely held at Timothy Beach for volleyball and Flow Field for the remaining competitions. However, the Activities Directors may change these locations if needed. Admission to the event is free and open to the entire RUSVM Community.

Students may only participate on the team representing the semester for which they are currently registered. If a student is waiting for an appeal that student may play for the semester in which he or she is appealing. Vet Prep and 1st Semester are an exception, as they are considered the same semester during these competitions. VIPs, faculty, and staff are welcome and invited to play on the Yellow team, however VIPs are not allowed to play on their spouse’s semester team. At penalty of losing all points earned during that day’s event, no student or VIP may be excluded when forming teams. All students are eligible to play as long as participating is not a risk to their health or well-being. Each team must have at least one female and one male on the field at all times.

Inclement Weather Plan
In the case of inclement weather such as, but not limited to, severe/heavy rain, thunderstorms, hurricanes, etc, Semester Olympics will be cancelled and rescheduled at the discretion of the Activities Directors. If the inclement weather persists from week 1 into week 2, Semester Olympics will be cancelled at the discretion of the Activities Directors.

Referees
- All referees are required to attend the mandatory referee meeting hosted by the SAVMA Activities directors.
- Only students present one of the referee meetings will be eligible to referee.
- Each semester is required have two referees per event, with the exception of first and seventh semester who must provide one referee per day.
- All semester’s referees must sign in with the Activities Directors no later than 10 minutes prior to the start of the first game.
- If a semester fails to provide the required number of referees, that semester will be disqualified from the sporting event that day; the disqualified semester is still eligible to receive participation points for that day.
- All referees must sign out with the Activities Directors prior to leaving.
- If a referee fails to be present throughout the entire sporting event, two points will be deducted from semester’s cumulative points at the end of the week.
- Referees may not referee a game that their semester is competing in.
• Referees are not exempt from refereeing a game that is being played at the same time as their semester’s game.

SAVMA takes sportsmanlike conduct very seriously, and as such enforces a strict policy against unsportsmanlike conduct as follows:

At the discretion of the Activates Directors, any player may be ejected from the current game in response to unsportsmanlike conduct. He/she may also be banned from playing in subsequent (a portion or all) games of that event or from playing in subsequent events of that Olympics, based on the severity of the indiscretion.

Similarly, any person in attendance may be asked to leave the event grounds for unsportsmanlike or disruptive conduct. He/she may also be banned from attending subsequent events of that Olympics, based on the severity of the indiscretion.

If multiple members of a semester display unsportsmanlike or disruptive conduct, the Activities Directors may deem that semester ineligible to receive points earned for the current, subsequent, and/or previous events of that Olympics. That semester’s team may additional be banned from playing in subsequent games of that even or from playing in subsequent events of that Olympics, based on the severity of the indiscretion. If the Activities Directors did not witness the indiscretion directly, they may base their decision on accounts from the referees.

**Points and Monetary Winnings**

The winning semesters are decided by the number of points accumulated during the games. If the Yellow team (VIP) accumulates the most points during Semester Olympics, SAVMA donates the winning money to VIP in order to host an event of their choice. SAVMA uses a portion of the award monies to host a BBQ in their honor, while the remaining award monies go to the class whose team accumulated the next most points. Alcohol may not be purchased from the winning money.

**Points are awarded for participation and victories as follows:**

- Participation: 1 point for every 10 members of the class attendance during a day’s event
- Victories: First Place earns 4 points, Second Place earns 3 points, Third Place earns 2 points, and Fourth Place earns 1 point
- Monetary awards are as follows:
  - First place: $1,000EC
  - Second Place: $750EC
  - Third Place: $250 EC
  - Most participation points: $1,000EC

Class Reps are to keep track of a sign-in sheet for participation points to be turned in at the end of each night. Participation points will not be awarded without timely submission of the sign-in sheets. The SAVMA Activities Directors will ensure that 1st semester and Vet Prep Class Reps are aware of this duty.
Referee positions are noted on the Semester Olympics Brackets PDF that is emailed to the RUSVM Community by the Activities Directors by Monday evening of Week 1. Each semester is required to have a minimum of two individuals from that semester to referee the specific game(s) noted on the PDF document, with the exception of 1st and 7th semester who only need 1 referee. If their semester is playing or has been eliminated, the elected referee(s) are required to stay the entire time. If a semester fails to uphold the referee duties, the semester will be deemed ineligible to receive points earned for the current event of that Olympics. All individuals that volunteer will received PDF points for each game he/she refereed.

The semester hosting concessions is responsible for eliminating all the trash. Failure to comply will result in disqualification from Semester Olympics.

**RUSVM SAVMA Leadership and Excellence Awards:**
RUSVM SAVMA/SGA Clubs and Semesters are eligible for the RUSVM SAVMA Leadership and Excellence Awards. Their qualifying work will have been completed via a single large project, multiple smaller projects, or any continuous work. This work can be done either independently or in conjunction with any other organization. Having been the lead group on said work will be taken into consideration, although significant contributions via an assisting role will be taken into consideration.

Each club award recipient receives $1500XCD. The amount of the award is subject to change at the discretion of SAVMA. The ceremony venue is traditionally Spice Mill, however the location is subject to change at the discretion of the Activities Directors. All class fundraisers, club officers, corporate representatives, as well as SAVMA officers and representatives are invited. The event attire is semi-formal. Applications to apply for the awards are sent out prior to the event by the SAVMA President. Anyone may submit a nomination. When submitting more than one nomination, please send the nominations separately.

**The Awards: (subject to change)**
- **Contribution to the Kittitian Community**: This award will be given to the club or class that has contributed the most to the Kittitian community.
- **Contribution to Animal Welfare**: This award will be given to the club or class that has had the largest positive impact on Animal Welfare.
- **Contribution to Continuing Education**
- **Positive Impact on Student Life Award**: This award will be given to the club or class that has contributed the most to continuing education and professionalism at RUSVM.
- **Diversity and Inclusion Award**

**Beginning of Semester Party**

**7th Semester**

Traditionally held the 1st Friday of the semester after football, this event is organized by and is a fundraiser for the current 7th Semester class. This event does not count against the 7th semester fundraising event limit and can be held at any location approved by the Activities
Directors. While this event is open to the entire RUSVM community, the admission fee is set by the hosting 7th semester class.

**Mr. RUSVM**  
**6th Semester**  
Held on the 1st Saturday after the first week of classes, this event is traditionally located at the Royal St. Kitts Hotel and Casino, but may be held at any location approved by the Activities Directors. This event does not count against the 6th semester fundraising event limit. While this event is open to the entire RUSVM community, the admission fee is set by the hosting 6th semester class.

This event is organized by (during their time as 5th semester students) and is a fundraiser for the current 6th Semester class. Each class selects one student representative (traditionally a male student) enrolled in their class at the time of the event to compete against the other classes in a series of multiple performances. Vet prep and first semester are considered the same class for the purpose of this competition. Performances are ranked by a panel of four judges pulled from RUSVM Faculty and Staff.

This event has a zero-tolerance policy for malicious targeting towards any specific member or group of the RUSVM community.

**Open Mic**  
**4th Semester**  
Open Mic is an event meant to raise funds for the Joseph Wilder Memorial Surgical Scholarship for 7th semester students. This event is not meant to be a fundraiser for 4th semester, and therefore does not count against the 4th semester fundraising event limit. This event does not have to be hosted by or involve the class fundraisers.

All the money raised (after expenses) will go into the Joseph Wilder scholarship fund. The 7th semester scholarship winner will be decided by the SA surgery department. The scholarship should be issued for $1000USD. In the event that there are insufficient funds, the surgery department will determine the amount awarded. Any extra money will be passed on to the next fifth semester to be added to their scholarship total. The scholarship will be handed out at the SLA’s by the 4th semester class reps to a winner chosen by the RUSVM SA surgery department.

Admission price is set by the current 4th semester class as well as any food items sold at the event. The event is open to the entire RUSVM community. The event will be held on a Friday or Saturday after mid-semester break (exact date will depend on SAVMA approval, SABA room availability, and current exam schedule). Currently the event is held in the SABA room of the Marriott (contact: Mike Prendergast: mprendergast@royalbeachcasino.net), but may be held at any SAVMA approved location.
The event should have 15-25 acts that can include but are not limited to singing, instrument playing, poetry reading, stand-up comedy, and dancing. Spots are first come first serve, and time constraints will be regulated by the 4th semester hosts. This event has a zero tolerance policy for malicious targeting towards any specific member or group of the RUSVM community.

**Club Fair**

**SAVMA and Clubs**
Under the authority of the SAVMA Vice President, a Club Fair is held outside of the Student Union on the second Tuesday of every semester, providing students a chance to visit and gain information on any clubs they may be interested in.

**SAVMA’s Josh Project**

**Josh Project Coin Challenge**
Traditionally held during Week 6 of each semester, the Josh Project Chair and Coin Challenge Coordinator organize this event as a fundraiser for SAVMA’s Josh Project. Each semester competes to see who can raise the highest “Coin Value”. All members of the RUSVM Community are invited to participate by adding coins or bills to the semester jugs of their choice. Coins count as positive toward a class’s Coin Value, while paper bills count as negative. The class with the highest Coin Value at the end of the week wins the Coin Challenge! The coin jugs are available in the Student Union 7:30am–4:00pm, Monday through Friday of Week 6.

To add incentive, one or more professors or members of faculty may sponsor a class by agreeing to dress up as a pop-culture character for an entire day of lectures or by otherwise doing something fun and entertaining, assuming the class they’re sponsoring wins the Coin Challenge. Classes are responsible for generating ideas and approaching potential sponsors. Each semester’s Class Rep is asked to submit their class’s idea by the end of Week 5, so that the Josh Project Chair and Coin Fundraiser Coordinator can get final verification with the sponsor(s).

The Coin Counting Party is held on the Friday evening of Week 6, where Josh Project members gather together to count and organize all money collected and determine the winning class. The winning class is announced to the RUSVM community no later than Monday of Week 7, at which point that class is responsible for working with their sponsor(s) and the Coin Challenge Coordinator to schedule a day and time for their skit and advertise it to the RUSVM community.

**Josh Project Cook-Off**
This student-faculty mixer is traditionally held during Week 12 (Wednesday evening) of each semester at any location approved by the Activities Directors. Attendance, entry into the cook-off competition, tasting the cook-off samples, and voting for the best dishes is open to all members of the RUSVM Community.

Participants may enter multiple categories while limited to only one entry per category. The categories are Appetizer, Entrée, Dessert, or Drink. Winners for each category are announced at
the event. This is a family friendly event with games and activities for all ages, including corn-hole, face painting, and a raffle with prizes and gift certificates from many local businesses.

End of Semester Party
5th Semester
Traditionally held the Thursday during the week of finals, this event is organized by and is a fundraiser for students currently finishing their 5th semester. This event does not count against the 5th semester fundraising event limit and can be held at any location approved by the Activities Directors. While this event is open to the entire RUSVM community, the admission fee is set by the hosting 5th semester class.

Movie Night
SAVMA and Student Housing
Family friendly movie with free popcorn and refreshments organized once a semester by the SAVMA Activities Directors and paid for by SAVMA and the Student Housing Department. Traditionally held on the grass outside of the Student Union just after sunset, the exact date for this event varies. Open to the entire RUSVM Community, free of charge.

PROFESSIONAL DEVELOPMENT FUND (PDF) GUIDELINES
Students that have completed at least one semester at RUSVM may apply for funding to attend events such as VIDA, SAVMA Symposium, externships, or anything deemed appropriate for professional or career development. Frequently asked questions and documents pertaining to PDF including guidelines, application, and points sheet may be found on the RUSVM SAVMA website.

Please include with your application:
- A budget, which accurately and legitimately reflects all expected expenses (registration fee, airfare, hotel accommodations, etc.) with proof in the form of receipts, invoices, and/or source quotes. (Hard or scanned copies)
- Proof of participating in an event - deposit slip, letter from intern supervisor, etc. (Hard or scanned copy)
- A completed and detailed application form (Hard or scanned copy)
- A completed SGA points sheet with signatures from current club officers (Hard copy AND scanned copy required)

NOTE: SAVMA does not honor retroactive applications. All applications should be for events occurring in the future.

Each semester, applications are due the Sunday, beginning of Week 7, and are reviewed in Week 8. All applications, supporting documents, questions, etc. need to be directed to the current SAVMA Treasurer. The SAVMA Treasurer can be contacted via email at savmatreasurer@rossvet.edu.kn.

SAVMA EXCELLENCE SCHOLARSHIP
Students who are in their 4th, 5th, 6th, or 7th semester at RUSVM may apply for the SAVMA Excellence Scholarship. Documents pertaining to the SAVMA Excellence Scholarship may be found on the Student Government webpage of the RUSVM website: http://veterinary.rossu.edu/about/student-government.html

Please include with your application:

- A 500-word personal statement detailing how the student has made a significant impact on the quality of the campus and/or community life and how these contributions demonstrate exceptional leadership. (Submitted as an electronic PDF copy)
- An up to date resume. (Submitted as an electronic PDF copy)
- A letter of recommendation from a pre-health, pre-vet, DVM professor, or veterinarian acquainted with the student’s quality of veterinary and/or academic experience. (Submitted as an electronic copy directly from the recommender)

Each fall semester, applications are due the Monday of Week 5 at 4pm and are reviewed in Week 5. Applicants whose personal statements and applications are judged to be indicative of the potential for the SAVMA Excellence Scholarship will be invited for an interview by a scholarship committee made up of RUSVM faculty during Week 6 or 7. All applications, supporting documents, questions, etc. need to be directed to the current SAVMA Treasurer. The SAVMA Treasurer can be contacted via email at savmatreasurer@rossvet.edu.kn.

LAPTOP LOANER PROGRAM
As it can be difficult to replace a computer or charger in a timely manner here at RUSVM, this program serves to provide SAVMA Members with temporary equipment. All participants are expected to actively pursue a more permanent solution to their equipment needs while taking advantage of this program.

BOOT DRIVE
The purpose of this benefit is to promote the “reduce, reuse, recycle” mantra while providing assistance all RUSVM SAVMA members in good standing during their pre-clinical semesters. Under the authority of the SAVMA Delegates, boots may be donated beginning the 6th week of the semester to Student Services and should be collected each week by the Delegates and stored in the SAVMA closet until distributed. Donated items may be gently used or new, and should be cleaned and placed in a plastic bag upon donation. Anyone may donate boots and other veterinary medical supplies including, but not limited to, scrubs, coveralls, huck to wels, gloves, suture, surgical instruments, lead ropes, thermometers, etc.

Boots will be distributed to 1st semester SAVMA members and Vet Prep students once per semester at the beginning of the semester on a first come, first serve basis, allotting 1st semester students priority. The Delegates will generate a Google Document, or other similar online modality requesting the following information: SAVMA membership ID number, last name, first name, school email address, boot size and other desired items. Please note that all SAVMA members in good standing may contact the SAVMA Delegates to borrow boots and other necessary items as needed and as supplies last.
Boots will be categorized by size. Students will be awarded boots on a first come, first serve basis providing proof of SAVMA dues payment via electronic receipt. Again, 1st semester SAVMA members will have priority, then Vet Prep students, then along with the rest of the SAVMA members from any semester that are in need of boots and other supplies. Leftover items will be stored for future demands.

Examples of supplies accepted into the ‘Boot Drive’, include: pens, pencils, markers, dry erase markers, hole punchers, lanyards, binders, notebooks, loose leaf paper, notecards, colored pencils, post it notes, rulers, folders, clipboards, stress balls, legal pads, loose binder rings, paper clips, staplers, staples, labels, book bags, dry erase boards, etc.

Distribution of all items is determined by demand and by first come, first serve basis.

Any questions or comments concerning this SAVMA benefit can be directed to SAVMADelegates@rossvet.edu.kn.

All equipment must be returned to the Library within two weeks for inspection and reassignment is based on a waiting list. If the waiting list is empty, equipment may be borrowed for another two weeks.

If the equipment is damaged, lost, or otherwise compromised, the borrowing student will be responsible for repairs or replacement costs.

Equipment is to be returned by the specified Due Date & Time.

Returning equipment late will result in late fees and may result in losing the privilege to borrow equipment in the future. Equipment not returned within 7 calendar days of the due date will be deemed “lost,” with ensuing fees.

For additional information on the Laptop Loaner Program, please contact the SAVMA Vice President at SAVMAvp@rossvet.edu.kn.

PROTECTIVE CLOTHING POLICY (SCRUBS POLICY)

Issued: August 1, 2010
Revised: December 22, 2010
Authority: Dean of Faculty and Academic Affairs

1. Scope
This policy applies to all members of Ross University School of Veterinary Medicine, including students, faculty, and staff.

2. Procedure
2.1 All students, staff, and faculty at the RUSVM who are working with animals or biological material should be familiar with the following clothing policy. Failure to comply with this policy
may result in disciplinary action. Course syllabi and laboratory manuals can be sources of additional specific information for areas such as research and diagnostic laboratories, necropsy, and the veterinary teaching hospital (VTH).

2.2 Appropriate footwear means any shoe that covers the entire foot up to at least the ankle. Clogs that have holes in the top are NOT acceptable lab wear.

2.3 Protective apparel should not be worn away from campus, but rather should be changed into upon arrival and before leaving. Changing areas nearest to student lockers or faculty/staff offices should be utilized. When walking to/from a designated area or to/from another area of campus and remaining there, a clean full length white lab coat should be worn as an outer layer of protective wear over green surgical scrubs to avoid cross contamination between various areas of campus.

2.4 Surgery and Anesthesia
The protective clothing for all persons engaged in official activities in surgery and anesthesia areas are solid green scrubs, disposable shoe covers, and caps. Professors of anesthesia wear a different color scrub in order to be more easily visible to students during procedures. Scrubs should be donned in appropriate locations close to the time of surgery and covered with a lab coat at all times when not in surgery.

Any individual entering the surgery room or surgery preparation areas must also wear green scrubs or a green gown over their clothing.

2.5 Large Animal areas including barns, paddocks, pastures, and stalls
When working with livestock in these areas, individuals may wear either coveralls or scrubs (not green surgical scrubs).

Rubber boots, rubber overshoes, or disposable boots are to be worn over appropriate footwear in areas where contagious diseases transmitted by feces are likely to be encountered or when working in cattle or sheep areas. All footwear worn in the large animal areas must be sprayed off with a hose and properly decontaminated prior to leaving the large animal area.

For the purpose of anatomy palpation laboratories, students may wear a full-length white lab coat over their street clothing or non-surgical scrubs.

2.6 Diagnostic Laboratories
Lab coats are to be worn when bench work is being performed in the laboratories. Closed toed shoes are required to work in the laboratory.

2.7 Clinical Pathology, Parasitology, and Microbiology Student Laboratories
Appropriate clothing is a white full-length lab coat worn over clean clothing or non-surgical scrubs.
2.8 Small Animal Hospital
Professional attire is expected. Examples of non-professional attire include (but are not limited to) tank tops, blue jeans, t-shirts, halter tops, clothing with offensive language, torn clothing, sweats, or hats.

Front office reception personnel and VTH technicians are expected to wear clean matching non-surgical scrubs or semi-formal clothing during working hours. They must also wear appropriate protective footwear.

All staff in RUVC must dress professionally at all times. They may either wear semi-formal attire with a clean full length lab coat, or clean non-surgical scrubs (unless they are about to enter surgery) while working in the hospital and wear appropriate footwear.

All students conducting business within the VTH must wear clean professional attire and a clean full length white lab coat. They should also wear appropriate footwear and name tags in the VTH. Everyone who leaves the Small Animal Hospital wearing surgical scrubs must also wear a white laboratory coat as a protective outer layer.

2.9 Anatomy
Individuals are required to wear a white laboratory coat, protective gloves (latex or nitrile), and appropriate footwear when handling wet specimens. Students should also wear a nametag. Changing can be done in the bathroom/changing area below anatomy immediately before or after time spent in the anatomy laboratory.

2.10 Necropsy
Coveralls or laboratory coats must be worn in all areas of the RUSVM postmortem room when animals or animal tissue are being handled.

Coveralls and laboratory coats should be clean. If they become soiled, they must be changed for clean garments.

Rubber boots are required (treaded rubber sole preferred).

Gloves must be worn at all times.

Protective eye wear should be used in any situation where ocular exposure to animal fluid might occur. A necropsy impervious apron should be used when processing large or medium animals or when a greater exposure to biological fluids is anticipated.

Long hair must be confined to prevent entanglement with objects and animals.

Visitors must wear a postmortem room laboratory coat and disposable protective footwear covers.
2.11 Clinical Skills
Semesters 1-7 are required to wear closed toed shoes when in the clinical skills lab.

Semesters 5-7 must wear non-surgical scrubs in order to practice aseptic technique and to participate in cadaver labs.

2.12 Isolation Areas
Proper isolation protocols must be followed as indicated in designated areas. Protective over-clothing will be provided in the ante rooms of these areas.

2.13 Facilities
Safety glasses or face shields are to be worn any time work operations can cause foreign objects to get in the eye.

Employees should wear closed-toed work shoes or boots with slip-resistant and puncture-resistant soles.

Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves and sleeves when exposed to electrical hazards, disposable gloves when dealing with chemicals).

Workers are required to wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.

Earplugs/earmuffs are to be worn in high noise areas where chainsaws or heavy equipment are used.

Housekeepers are required to wear aprons while performing their duties.

2.14 Non-designated Areas
Individuals in other areas of campus should dress appropriately according to the guidelines set forth by the university. Individuals should take care to change into and out of their street clothing in appropriate areas according to the above policies.

Keywords: protective, clothing, apparel, lab wear, foot wear, shoes, scrubs, lab coat.

DRIVING IN ST. KITTS
These guidelines are to help to avoid any confusion and legal trouble while driving in St. Kitts. For more information regarding this topic please visit Driving & Vehicle Information on the RUSVM website.

Driver’s License
Students must obtain a temporary driver’s license if they want to drive while living in the federation. The student must have a valid driver’s license from their current home country. A three month or one-year temporary license may be purchased for $62.50EC and $125.00EC respectively. These can be purchased at the Fire Station on Frigate Bay Road.

**Buying a Vehicle**

*Inspection*
Have a mechanic inspect the vehicle before purchased to ensure it is in working order and following all of the guidelines according to the St. Kitts Traffic Department.

**Declaration of Ownership Form**
The buyer and the owner of the vehicle must go to the traffic department together to sign the “Declaration of Ownership” form. The required information for this form includes the engine number, chassis number, and year, make, and model of the vehicle to verify it is the correct vehicle. A picture ID will also be required at this time.

**Insurance**
Vehicle insurance is mandatory in St. Kitts and there are multiple insurance companies to purchase it from. The student must have a current license to be insured.

**Transfer of Ownership**
Once the “Declaration of Ownership” form is signed and approved and vehicle insurance is obtained, the purchaser of the car must go to Inland Revenue, in town, to pay for the transfer of ownership. Once this is paid the car is officially in the new owner’s name.

**Window Tint**
Windows of a vehicle must have greater than 35% visibility. If the visibility is below this the student may be fined. Students may go to the traffic department to get their windows tested.

**Traffic Offenses**

*Common Traffic Offenses:*
Insurance expired
License expired (if License is expired, Insurance is no longer valid under any circumstances)
Wheel tax expired (also note that the vehicle must be inspected annually)
Window tint below 35% visibility
Head lights or brake lights not working
Speeding
Drunk driving
Not wearing seat belts
Cars manufactured after January 1, 1990 must have seat belts in working order.
Cell phone use while operating vehicle

The penalties for these offenses range from a warning to being arrested and many times are up to the discretion of the working officer. If for any reason a student feels they were ticketed for
an invalid reason they may go to the traffic department and speak to the commissioner. *Please note that Ross University is not capable of aiding any students, faculty, or employees if arrested.*