



**ROSS UNIVERSITY**  
SCHOOL OF VETERINARY MEDICINE

**RUSVM Student Chapter of the American  
Veterinary Medical Association  
Constitution & Bylaws**

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\*\* NOTE: any time 'the SAVMA' is referenced, it is referring to the whole SAVMA chapter -- both executive and general board.

# 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:

- a) To supplement and complement the formal education of the Ross University School of Veterinary Medicine campus.
- b) To fairly represent student interests, needs, and all aspects of health and welfare within the University community.
- c) To promote the opportunity to develop leadership qualities, an understanding of group action, to build character through the censure of all unworthy actions of its members and the commendation of all worthy deeds.
- d) 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.
- e) 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.
- f) 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.
- g) 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, 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 Vet Prep-7 shall have a maximum of two (2) representatives. The posts of Parliamentarian, Webmaster and two (2) SAVMA Delegates will also serve on the EB. 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 (RUSVM SAVMA), 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 EB 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 six weeks before final action is to be taken, with Class Representatives casting their vote on behalf of their respective class.

Section 3. The Secretary shall send the amended copies of the Chapter's Constitution and Handbook to the American Veterinary Medical Association (AVMA) for approval before final action is taken.

Section 4. Proposed amendments shall take effect immediately upon ratification by the GB 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, Junior SAVMA Delegate-elect, 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 XXIII, Section 2 of the Bylaws).
- b) The EB 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 the administrative members and officers will be notified of any concerns or discrepancies. Current SAVMA members that have a 2.45 cumulative GPA have a semester to get to a 2.5 cumulative GPA to meet the requirement.
- 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 the 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 EB 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 EB 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 GB 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 chapter and Elections Board. 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 GB. Any elect officer may however complete any GB term which they began serving prior to accepting their EB position.

Section 2. All EB members must be Chapter members in good standing (see Article XXIII, Section 2 of the Bylaws).

Section 3. Election (Articles XXIV, 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" with SAVMA 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 GB members.
- f) Permit GB 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) EB 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 at least 24 hours in advance.
- 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 Chapter.

Section 2. Election (Article XXIV, Section 1 of the Bylaws).

Section 3. The President shall:

- a) Be the official representative of the Association.
- b) Preside at all Executive Board (EB) 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 GB.
- e) Coordinate student participation on non-academic committees, boards, and task forces.
- f) Represent the student body on various administrative committees, as delegated by RUSVM Administration.
- g) Be 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 biweekly.
- 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 XXIV, 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 GB.
- b) Assist the President in facilitating good relations between the SAVMA GB 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 Manager
- h) Be a member of the SAVMA Judicial Board.
- i) Is responsible for any issues pertaining to lockers.
- j) Become familiar with the duties of the President and policies of the organization.
- k) Help the SAVMA Store representatives when necessary
- l) 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 XXIV, 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 review of all aspects of SAVMA finances once a semester.
- c) Work with the President and Vice President in organizing written correspondences.
- d) Be responsible for the manifestation and distribution of the biweekly SAVMA Newsletter.

- e) Shall oversee and facilitate all GB Elections.
- f) Be the liaison between the SAVMA and the Facilities department.
- g) 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 XXIV, Section 1 of the Bylaws).

Section 2. The Treasurer shall:

- a) Be responsible to the SAVMA and the Director of the Student Experience or their designee for an audit of the student activities account and review banks statements when received.
- b) Sign on any withdrawals from the student activities and SAVMA accounts, to approve all purchases including check book purchases and scholarships given out of the 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 GB upon request.
- i) Present a financial statement of the past fiscal year in conjunction with the proposed budget for the upcoming year at the week 9 Budget Meeting of the fall semester.
- j) Review the budget that was in place from the previous semester by week 12 of the current semester.
- k) At the completion of the accounting year, work with the Student Experience Team 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.
- l) 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 XXIV, 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, Semester Olympics 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) Will preside over GB meetings and run them according to the Robert's Rules of Order.
- d) Maintain a record of meeting attendance of SAVMA General and EB members.
- e) Maintain a record of meeting attendance of SAVMA non-board members.
- f) Be the liaison between the SAVMA and the Research Department.
- g) Be a member of the SAVMA Judicial Board.

- h) Be responsible for the creation and distribution of SAVMA's bi-monthly Bladder Chatter Editions.
- i) 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 XXIV, Section 1 of the Bylaws).

Section 2. The Webmaster shall:

- a) Attend all Chapter meetings, serving as a voting member of the EB.
- 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 EB 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 EB roster to IT department and set up the listserv for GB 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 EB page, and SAVMA GB page.
- i) Ensure the smooth operation of any technological equipment that may be used during the GB meeting, EB meeting, and SAVMA-related events.
- j) Hold office for one year.

**Section 3.** The Webmaster-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 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 GBs. 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 EB 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
- c) Delegate to the Junior Delegate (who is to become the corresponding/Senior Delegate).
- d) Poll the Chapter for their viewpoint on SAVMA business items.
- e) Promptly disseminate information directed through the Delegates to the appropriate people.
- f) Disseminate information on the SAVMA meetings and activities to the Chapter.
- g) Maintain current records of all RUSVM Student Body Members regarding SAVMA and SAVMA membership status.
- h) Work with the RUSVM Administration and SAVMA Treasurer to determine allocation of SAVMA funds for SAVMA dues.
- i) 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 XXIV, 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) Be a member of the Thrive Steering Committee.
- c) Report information to the SAVMA Executive and GBs regarding the SSC/CC workshops and services and provide adequate information for upcoming events
- d) 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
- e) Manage the RUSVM Student Wellness Committee and the SWC Facebook pages.
- f) Provide “Stress Tip(s)” to the SAVMA Parliamentarian for the Bladder Chatter Newsletter (every other week beginning Week 3).
- g) Collaborate with Clubs & Organizations on campus to maximize utilization and efficiency of resources, as it relates to wellness.
- h) Lead SWC meetings and report to the EB/GB
- i) Managing SWC supplies stored in the SAVMA closet
- j) Maintain the SWC budget and expenses with the SAVMA Treasurer
- k) Plan and execute Stress Buster Week (Week 14)
- l) Collaborate with the SAVMA COO when necessary

**Section 3.** The Student Wellness Officer-elect shall:

- a) Be elected 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.
- f) Wellness Officer’s term of office.

## **Article XII – Cultural Outreach Officer**

**Section 1. Election** (see Article XXIV, 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

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 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.
- c) Consult with and refer to the Office of Student Engagement regularly.
- d) Assist the SAVMA Activities Directors with all SAVMA-hosted events to accommodate for more diverse student attendance and participation
- e) Serve as liaison between the National SAVMA COO and RUSVM students, clubs, and organizations as it relates to diversity, inclusion, etc.
- f) Promote inclusiveness and cultural competency
- g) Promote cultural outreach amongst the local communities
- h) Encourage an encompassing and complete student environment
- i) Be an active member of the RUSVM SWC collaborating with the RUSVM SWC, Counseling Center, and the Student Success Center.
- j) Advocate awareness and initiatives supporting students with disabilities

Section 4. The Cultural Outreach Office-elect shall:

- a) Be elected 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 XX – GLOBAL AND PUBLIC HEALTH OFFICER

Section 1. The GPHO will be elected through a campus wide election in the spring of each semester. The election process will occur at the same time as the EB elections and the GPHO will hold office for one year.

Section 2. The GPHO's duties shall include, but are not limited to:

- a) Serving as a resource for SAVMA members by promoting opportunities in Global Veterinary Medicine, public health, and One Health.
- b) Serving as the SAVMA point of contact for any outside organizations promoting Global Veterinary Medicine, public health, and One Health.
- c) Representing SAVMA at applicable organization meetings that focus on veterinary public health topics that could benefit SAVMA members.
- d) Performing such other duties as may be assigned by the President or SAVMA EB.
- e) Act as a voting member of the SAVMA EB

Section 3. The Global and Public Health Officer-elect (GPHO-elect) shall:

- a) Become familiar with all duties and responsibilities of the office of the GPHO.
- b) Assist the GPHO and substitute for the GPHO when necessary.
- c) Succeed to the office of GPHO upon expiration of the GPHO's term of office, or in the event that the GPHO is unable to fulfill his or her term.
- d) Be a non-voting member of the SAVMA EB, even in the absence of the GPHO.

## ARTICLE XIII – FACULTY ADVISORS

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

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 EB 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 – GB**

Section 1. The SAVMA GB shall consist of the following: two (2) Class Representatives from each class, Vet Prep-7 semester, and the AVMA Trust Ambassador, IVSA Liaison, Scholarship Liaison and Global and Public Health Officer (GPHO).

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

### Section 3. Attendance.

- a) The Class Representatives are required to attend all SAVMA GB meetings.
- b) The AVMA Trust Ambassador, IVSA, Scholarship Liaison and GPHO 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 per semester, without 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) 7th semester students and any students with scheduled core courses as mandated 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 or dog walking.)

- h) The GB member in question must email the SAVMA Parliamentarian and CC the SAVMA President for the absence to be considered for approval at least 24 hours in advance.
- i) If a GB member violates the attendance requirements, they will be subject to attend a Judicial Board hearing to rectify the situation.

## ARTICLE XV – CLASS REPRESENTATIVES

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

Section 2. The Class Representatives shall:

- a) Class representatives are responsible for acting as a liaison between professors, faculty, and the students within their class this includes:
  - i. Forwarding important information on to the class via email.
  - ii. Taking class concerns in a constructive and respectful manner to the attention of the professor, if an individual has a concern, they should contact the professor directly.
  - iii. Class representatives are not here to receive complaints immediately after exams, as nothing can be done until the grades are posted (i.e. Class representatives will not email the professors saying “that exam was unfair”)
  - iv. Emailing the IT department (cc SAVMA webmaster) with any IT issues (i.e. Panopto not stopping/missing, etc.)
  - v. In the case where a class rep cannot help, he/she will guide the student(s) to the correct faculty that will be able to help.
  - vi. Please note: Class representatives have no control of the schedule; they only pass on the changes being made from the scheduling office.
- b) Class representatives are responsible to attend bi-weekly SAVMA meetings and budget meetings (weeks 5 & 9), with two unexcused absence allowed per semester, but at least one class representative from each class must be present (unless there is an extenuating circumstance; i.e. anatomy lab, 7th semester, elective courses, etc.)

- c) Class representatives should email out notes from the SAVMA meetings to keep their classes updated with what is going on.
- d) Class representatives are responsible for facilitating the vote of a class mascot during first semester.
- e) Appoint or hold elections for Class treasurer and fundraising chairs as needed.
  - i. Within the first few weeks of the semester Class representatives are responsible for reaching out to their classes to establish a team of class officers including 1 class treasurer and up to 3 fundraising chairs.
  - ii. Class representatives are allowed to assist with fundraising, in the event that no fundraising chairs are elected, Class representatives can take on that role, if they wish.
  - iii. representatives can run class t-shirt designs and orders if the fundraising team is unable to do so (& the class wants them).
  - iv. Class representatives are responsible for compiling designs and ordering the class flag.
  - v. Class representatives should be involved in both Mr. Ross and Banquet planning to make sure the new guidelines are being followed.
  - vi. Note: Vet prep Class representatives are responsible for collecting and organizing their classes fundraising money as they do not have fundraising chairs.
- f) Appoint and meet at least once a semester with their class's Faculty Mentor to check in and give updates
  - i. During end of first- beginning of second semester Class representatives are responsible for reaching out to faculty nominated by the class to see if they are interested in being the class faculty advisor.
- g) At least 1 class rep must be present at the Semester Olympics (i.e. sports and art contest) events to take attendance for participation points. If they cannot be present, a member of the class officers should be asked to take attendance.
  - i. Attendance must be turned in at the end of the semester event or later that night.
  - ii. representatives are responsible for making sure their class has referees and players to compete in semester Olympics.

- h) Class representatives are responsible for informing their class about SAVMA events (PASSion show, etc.) and assisting in getting volunteers to participate.
- i) Class representatives are responsible for managing the class Facebook pages. They can create a private page if they desire or use the one established by RUSVM.
- j) Class representatives are responsible for holding a class meeting as needed to update the class on class funds, fundraising events, fundraising items, etc.
- k) Class representatives are responsible for organizing a semesterly class photo, IT can be contacted to take the photo if desired.

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 Representatives must maintain their SAVMA membership and remain in good academic standing. Class Representatives 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 – AVMA TRUST AMBASSADOR**

Section 1. The AVMA Trust Ambassador serves as a liaison between the combined programs of AVMA PLIT and AVMA LIFE, 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 Trust 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 Trust Ambassador take place during the Fall semester every year. Training of the AVMA Trust 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 Trust Ambassador fails to complete his/her

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

Section 2. The AVMA Trust Ambassador 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 Trust 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 XVII – IVSA LIAISON**

Section 1. The IVSA Liaison serves as an ambassador between Ross University and the national IVSA organization. And is appointed through an application and interview process by the current IVSA liaison and will hold office for one year. The application process occurs in the Fall Semester.

Section 2. The IVSA Liaison shall:

- a) Serve as a non-voting member of the RUSVM SAVMA GB
- b) Train the new IVSA rep
- c) Entertain the ideal of using webinars and other forms of communication to enlighten the Ross University campus on the topics discussed in IVSA
- d) Assist the COO with the diversity committee

## ARTICLE XVIII – JOSH PROJECT CO-CHAIRS AND TREASURER

**NOTICE:** The Josh Project has been disbanded at a national level and is therefore no longer part of the RUSVM SAVMA Chapter. All of the money in the Josh Project bank account as July 2021 was moved to the SAVMA Club Funds Budget.

## ARTICLE XIX – SCHOLARSHIP LIAISON

Section 1. The Scholarship Liaison will be appointed by an application and interview process (per Article XXIV, Section 1 Subsection g. in the Bylaws). 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.

Section 2. Duties of the Scholarship Liaison include:

- a) Be the point of contact for all SAVMA/SGA scholarships, including but not limited to: Professional Development Funds, SAVMA Excellence Scholarship, & SAVMA Symposium Scholarship.
- b) Ensure the completion of all scholarship contracts.
- c) Work with the SAVMA Treasurer to ensure correct funding for each SAVMA/SGA scholarship.
- d) Work with the current Scholarship Coordinator in Administration.
- e) Report all scholarship information to the SAVMA Secretary for the newsletter and to the SAVMA Webmaster to put on the SAVMA website.
- f) The Scholarship Liaison also holds all duties and responsibilities of selling, ordering and distributing SAVMA RUSVM merchandise.
- g) Be a non-voting member of the RUSVM SAVMA/SGA GB.



- h) Attend the budget meetings in week 5 and week 9, as well as any other meetings at the request of the SAVMA Treasurer and presented in the Constitution & Bylaws of RUSVM.

## ARTICLE XXI – 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. Guest Speakers
4. Presidential Report
5. Vice Presidential Report
6. Secretary Report
7. Treasurer Report
8. Activities Directors Report
9. Delegates Report
10. Webmaster Report
11. Parliamentarian Report
12. Student Wellness Officer Report
13. Cultural Outreach Officer Report
14. General Board Reports (PLIT/LIFE, JP, IVSA, Scholarship Liaison, GPHO)
15. Faculty and Department Advisor Reports (Faculty Advisors, Security, Communications, IT etc.)
16. Old Business
17. New Business

18. Open Forum

19. Adjournment

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

## ARTICLE XXII – MEETINGS

Section 1. Chapter meetings are held on a weekly basis. For EB, the President shall determine the meeting day for the semester and will resume every odd numbered week hereafter. The day must be decided prior to week 1 of the semester. GB meetings will meet Week 2 and will resume every even numbered week hereafter. EB and GB meetings are closed to the student body (without invitation) and begin at 5:00pm. Chapter Budget meetings are closed to the student body (without invitation) and are reserved for Weeks 5 and 9, followed by an EB 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 (24) hours in advance.

### Section 4. Quorum

Two-thirds (2/3rds) of the voting GB 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 GB in office at the time the measures are approved.

## ARTICLE XXIII – 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. A student is allowed to pay back dues to raise their standing to “good standing” within SAVMA.

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

- a) Incoming semester students beginning September 2018 will have the dues included in their tuition.
- 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 XXIV – ELECTIONS OF ELECT EB POSITIONS AND THE GB

### 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 elections committee shall consist of at least one GB member from semester 4 and above. The Secretary will oversee the elections committee.
- b) Eligibility of the candidates is to be determined by an administrative advisor before the voting process begins in week 5.
- c) Class Representatives of Semesters that are able to run for EB office are unable to be on the EC (semesters 1, 2, and 3).

### Section 3. Election of the GB

- a) Nominations for the GB elections shall be made by week 10 of each semester.
  - i. If no nominations, or only one nomination for class rep is received by the Secretary’s deadline, an email will be sent to the appropriate class alerting them of the vacancy/vacancies. The position will then be filled on a first-come-first-serve basis.
- b) GB elections shall be done during week 11 of each semester.

- c) Only members of the respective class shall select by ballot their GB representative.
- d) Installation of representatives shall take place during the weekly meeting of week 12 of each semester.
- e) The GB 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 EB.
- 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 XXV – 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 at the second to last EB meeting and the last GB meeting of the current semester where it may be voted on.

## **ARTICLE XXV – SAVMA RECOGNIZED CLUBS**

Section 1. In order to be a SAVMA recognized club in good standing, the club must have 100% of its 1<sup>st</sup> through 7<sup>th</sup> semester members current dues paying members of SAVMA. Clubs must also have at least one EB 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 EB, who will have the responsibility of keeping track of its members and their membership status with SAVMA.
- b) Each SAVMA recognized club must turn in their updated bylaws in April of every year 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.
- c) Due to the unique circumstances with Vet Prep and their not being SAVMA dues paying members, RUSVM SAVMA still allows Vet Prep students to be active participating members of SAVMA/SGA Clubs.

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.

- a) Vet Prep students are unable to hold office since their SAVMA membership is not 100% until they reach the DVM program in their first semester.