



**ROSS UNIVERSITY**  
SCHOOL OF VETERINARY MEDICINE

**RUSVM SAVMA**

# **Student Handbook**

---

## Table of Contents

<b>SAVMA</b>	<b>4</b>
<b>RUSVM SAVMA CONSTITUTION AND BYLAWS</b>	<b>4</b>
<b>TERMINOLOGY</b>	<b>4</b>
<b>MEMBERSHIP</b>	<b>5</b>
<b>FACULTY MENTOR PROGRAM</b>	<b>6</b>
<i>Purpose</i>	6
<i>Faculty Responsibilities</i>	6
<b>Selection of Faculty Mentors</b>	<b>6</b>
<b>SAVMA MEETINGS</b>	<b>7</b>
<i>Robert's Rules of Order</i>	8
<i>Budget Meeting Guidelines</i>	8
<b>E-MAIL USAGE</b>	<b>9</b>
<b>CLUBS ON CAMPUS</b>	<b>9</b>
<i>SAVMA Recognized Clubs</i>	9
<i>Becoming a SAVMA Recognized Club</i>	10
<i>Good Standing Guidelines for Clubs</i>	10
<i>Club Bank Accounts &amp; Money</i>	11
<b>FUNDRAISING GUIDELINES</b>	<b>12</b>
<i>Purpose</i>	12
<i>Fundraising Chair</i>	12
<i>Flyers</i>	12
<i>Sales Items</i>	14
<i>Money Collection</i>	16
<b>EVENTS</b>	<b>17</b>
<i>Submitting Sale Items and Events for Approval</i>	17
<i>Approved Areas for On-Campus Fundraisers</i>	19
<i>Traditional Events</i>	20
<i>Semester Olympics</i>	21
<i>RUSVM SAVMA Leadership and Excellence Awards</i>	24
<i>Mr. Ross (Vet)</i>	25
<i>Club Fair</i>	25
<i>Movie Night</i>	25
<i>7<sup>th</sup> Semester Banquet</i>	26
<b>PROFESSIONAL DEVELOPMENT FUND (PDF) GUIDELINES</b>	<b>27</b>

---

SAVMA EXCELLENCE SCHOLARSHIP.....	28
LAPTOP LOANER PROGRAM.....	29
BOOT DRIVE.....	30

---

## SAVMA

Ross University School of Veterinary Medicine Student American Veterinary Medical Association (SAVMA) works as a single organization. As such, funds collected from SAVMA/SAVMA membership fees are reserved for programs benefiting SAVMA members only.

## RUSVM SAVMA CONSTITUTION AND BYLAWS

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

## TERMINOLOGY

RUSVM - Ross University School of Veterinary Medicine

SAVMA - Student Chapter of American Veterinary Medicine Association

GPHO - Global and Public Health Officer

PLIT - Personal Liability Insurance Trust

EB - Executive Board

GB - General Board

---

## MEMBERSHIP

To remain a member in “good standing” with SAVMA, students are required to remain up to date on their membership dues.

All RUSVM Students (excluding Vet Prep) have SAVMA dues enrolled into tuition. RUSVM Students in Semesters 1- 10 are to keep up to date on their SAVMA dues status. Students are to 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. This is with the exception of Students entering RUSVM September 2018 and later, who will have their dues included in their tuition.

- In order to pay membership dues, please visit the following website: <https://ebusiness.avma.org/savma/savmaduesstep1.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.
- Saint Kitts and Nevis bank-associated 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/membership/SAVMA/benefits-SAVMA-membership->

- Vet Prep students are automatically considered student government members without having to pay SAVMA dues and are allowed to participate in SAVMA related events.
- Websites related to SAVMA and/or AVMA for members/students:
  - Follow SAVMA on Facebook: <https://www.facebook.com/StudentAVMA>
  - Follow SAVMA on Twitter: <https://twitter.com/studentavma?lang=en>
  - Services offered to you, as a student, from the AVMA: <https://www.avma.org/membership/SAVMA>
  - SAVMA has its own national online publication composed of entries from veterinary students just like you!
  - Please visit <http://www.thevetgazette.com> to see fresh topics and fun entries relating to the world of veterinary medicine.
  - Additional SAVMA information can be found on the following website: <https://www.avma.org/About/SAVMA/WhatIsSAVMA/Pages/default.aspx>

---

## 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

- a) To serve as a role model of professional behavior, integrity, ethics, and commitment.
- b) To expose students to possible professional opportunities and career paths available in veterinary medicine, government, etc.
- c) To serve as a resource for students' personal development and well-being
- d) To informally support the class representatives on their leadership with class initiatives.
- e) 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.
- f) 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 1-7, 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 EB, Class Rep's or the Faculty Mentor may revisit the relationship at the beginning of each new semester.

---

## SAVMA MEETINGS

Chapter meetings are held weekly at a time agreed upon by the EB and GB. A schedule will be sent out to all GB and EB members at the start of the semester to confirm. All EB members are required to attend every weekly meeting, Class Reps must attend all biweekly meetings and budget meetings and all of the remaining GB members are to attend the list of designated meetings stated above. All meetings are closed to EB, GB and Faculty Advisors, with week 4 and week 10 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, as a guest speaker. 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 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 (AVMA Trust Ambassador, 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

---

## 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 chair 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 chair, 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 4 and 10 (dates are subject to change at the discretion of the Treasurer). The treasurer may call for an impromptu Budget Meeting if they see fit. Only the current 7th semester class may request banquet funding during these meetings. To qualify for funding, a club must be in good standing, per the RUSVM SAVMA Constitution and Bylaws, 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 4pm Atlantic Standard Time the Friday before the Budget Meeting. SAVMA asks that the Treasurer of each club (or 7<sup>th</sup> semester) requesting funds present during the budget meeting, with a second officer in attendance. If the treasurer cannot be present at the Budget Meeting, another officer can present in their place. 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 with a maximum amount of 10,000 EC dollars. However, if the club in question presents at the week 4 Budget Meeting and is denied and receives \$0 funding then that same SAVMA club is

---

allowed to return to the week 10 Budget Meeting and request funds for a different guest speaker. If no proposals are received by 4pm AST, the Friday before the week 4 budget meeting, then the meeting will not occur and instead will be replaced with a general board meeting.

#### 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 \$1300 USD for flight in total), and 2 night's stay (max of \$150 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](mailto:iwebster@rossvet.edu.kn)) for assistance.

## E-MAIL USAGE

All campus-wide announcements, outside of SAVMA EB, made through e-mail must go through the SAVMA Bi-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.

The SAVMA Secretary collects and approves content for the newsletter.

Submissions for the newsletter must be made to [SAVMAsecretary@rossvet.edu.kn](mailto:SAVMAsecretary@rossvet.edu.kn) by **Friday** at 11:59pm the week prior to its dispersal.

## 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 Saturday 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 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. SAVMA Recognized Clubs are also responsible for storage of their club-owned items off RUSVM property. These clubs may additionally use other SAVMA 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:

- a) The organization has a Constitution, By-laws, current Mission Statement and club description
- b) Have a faculty advisor, and an elected or appointed board of officers. The board of officers does not need to be full but must have elected/appointed President, Treasurer, and Secretary.
- c) Agree to establish and maintain a bank account in the club’s name with an up-to-date ledger through the Student Experience Team. Upon establishing this account, the newly formed club shall be granted \$500 EC from SAVMA for startup costs. The newly formed club must email the SAVMA treasurer to get these funds.
- d) 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.”)
- e) Approval by majority vote of the SAVMA GB (one time only)

### Good Standing Guidelines for Club

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 XXV, Section 1 and 2.

To remain in good standing as a SAVMA Recognized Club:

- a) Clubs must have a fundraising chair, the treasurer, and the president or vice president attend the Mandatory SAVMA Budget and Fundraising Meeting every semester (during Week 1 or Week 2)
- b) Clubs must turn in officer/member rosters and current club bylaws by the end of Week 4 to the SAVMA Vice President ([SAVMAvp@rossvet.edu.kn](mailto:SAVMAvp@rossvet.edu.kn).)

---

Clubs will be put on probation and will receive a courtesy warning if not sent in on time the first semester. Clubs that do not send the rosters on time for two consecutive semesters will not be eligible for funding or be allowed to fundraise. Clubs will be deemed inactive if not sent in on time for three consecutive semesters, and all remaining funds within their bank account will be moved into the SAVMA Club Funds budget.

- c) If a club is put on probation and has/does violate other guidelines, they are suspended from fundraising or funding from SAVMA in that same semester.
- d) Must maintain a bank account in the club's name with an up-to-date ledger through the Student Experience Team.
- e) At any time, any SAVMA recognized club can be investigated by the SAVMA EB due to instances that discriminate/exclude certain members if deemed necessary and determine SAVMA standing.

### SGA-Recognized Clubs

Student government recognized clubs do not pertain to the veterinary field but do pertain to student's personal interest.

- a) SGA-recognized clubs cannot fundraise on campus, ask for funding, or post flyers on campus (unless invited to an event hosted by SAVMA).
- b) They are not required to present to SAVMA GB but must email the SAVMA Vice President to be aware of their existence. They are also allowed to participate in Club Fair.
- c) They are allowed to request rooms through Sebastian Henry ([sehenry@rossvet.edu.kn](mailto:sehenry@rossvet.edu.kn)) for meetings/activities.

### Club Bank Accounts & Money

Newly formed club officers should contact the SAVMA Treasurer for information on how to set up a club bank account and the requirements to keep such account active. Once the bank account is established, only the treasurer, with approval of the president, is allowed to handle the funds. In the event that there is no treasurer, those abilities fall on the fundraising chair. It is also advised that any funds earned be taken directly to the Student Experience Team 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 fundraising guidelines listed below.

### 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 semester events or purposes. The Fundraising Chair term length is one semester and there is no limit on the number of terms a student may serve. 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, 2<sup>nd</sup>-7<sup>th</sup> Semester Class Reps appoint/reappoint or vote for their class's Fundraising Chairs by the Tuesday of week 14, but no earlier than the Wednesday of week 13. First Semester Class Reps elections or appoint Fundraising chairs during week 3 or 4 of the semester.

### The Fundraising Chairs shall:

- a) Coordinate and oversee all class-sponsored fundraising events and sales.
- b) Ensure the availability of safe transport for all off-campus events.
- c) Follow proper procedure for approval of flyers, sales items, and events.
- d) Follow proper procedure for handling of funds generated from events and sales.
- e) Work closely with their Class Reps to accurately determine current finances and expected costs for semester events and purposes.
- f) If a class requires additional funds for a 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 recognized 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. Flyers associated with events organized by SAVMA EB do not need to get approved. To get a flyer approved send the design as a .pdf, .jpeg, .png file to [savmaactivities@rossvet.edu.kn](mailto: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. A copy of the electronically stamped flyer will be emailed to its respective semester or club Fundraising Chair.

When making designs, please keep in mind that RUSVM is a professional school. Any designs that do not uphold the RUSVM community standards of professionalism, diversity, and inclusion will not be approved. No reference of inebriation or controlled substances, profanity, nudity, lewdness, cultural appropriation, discrimination, etc. are permitted. All t-shirt designs and specialty items must have the SAVMA stamp of approval before posting them on bulletin boards and Facebook pages. If at any point, SAVMA Executive Board determines that items do not follow these guidelines, item approval can be revoked, and clubs will be asked to alter or replace that design.

Semesters and Clubs are only allowed to print 8 sheets of paper per event/item. Other forms of advertising include the SAVMA Newsletter, and appropriate social media pages. Flyers are not automatically advertised by SAVMA on SAVMA-run social media pages/newsletters. If a semester or club would like to have their event or item advertised, they must request it.

### Posting

When posting flyers on bulletin boards, 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 encased plastic plaques (outside Student Union), 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 Sale Flyers

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 club. Approval steps are the same as item and event approval process for Semester and Clubs. Once approved, personal sale flyers may only be posted to specific semester class/club social media pages or boards.

---

## Sales Items

When applying for approval of Sales Items, semesters receive preference over SAVMA approved Clubs, and SAVMA approved Clubs receive preference over personal Sales. Any designs that do not uphold the RUSVM community standards of professionalism, diversity and inclusion will not be approved. No reference of inebriation or controlled substances, profanity, nudity, lewdness, cultural appropriation, discrimination, etc. are permitted. Only recognized student organizations are allowed to ask for permission to use the RUSVM logo/marks/etc. Personal sale items are not allowed to use the RUSVM logos/mark/etc. All t-shirt designs and specialty items must have the SAVMA stamp of approval before posting them on bulletin boards and social media pages. If at any point, the SAVMA Executive Board determines that items do not follow these guidelines, item approval can be revoked, and clubs will be asked to alter or replace that design.

### 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. Each semester and club are allowed 1 legacy item and 1 legacy event.

All novel and specialty designs must receive the SAVMA Activities Directors' approval prior to sale via written application to [savmaactivities@rossvet.edu.kn](mailto: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. This process can take up to 7 days. Upon sale, a novel item becomes a specialty item. The deadline to submit sale items for approval is up to the discretion of the SAVMA Activities Directors and will be announced by the first fundraising meeting of the semester. The written application must specify if each fundraising item is to be sold on an ordering basis or first come first serve basis.

- Legacy items will be limited to designs and not items the design appears on. Thus, multiple clubs and semesters may share an item, but not a design. For a design to become a legacy item, the club/semester needs to have sold the design (regardless of item it appears on) for a minimum of three (3) semesters. There will be a max for accessories, example: one hat designs for semesters based on seniority, one hat for clubs based on first come first serve basis. Items that are exclusive to a club specialty, i.e. surgery caps for surgery club may be exempt from this e.g., if surgery club and donkey club both submit a surgery cap for approval, surgery club would have priority. Should a design become a legacy design and the club/semester who owns that design chooses not to sell it again, the item

---

becomes available to be used by another club/semester unless they put it on hold for only ONE semester max.

- “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 can keep their legacy item on reserve for the semester if the SAVMA Activities Directors are informed. Exceptions may be made via written application to the SAVMA Activities Directors for the purpose of liquidation of old stock and selling items at the Club Fair.
- The SAVMA Activities Directors must be notified when a semester or club plans to liquidate stock or sell stock at the Club Fair in addition to the allotted three sale items. 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 semester events/meetings and the Club Fair. Items may not be advertised via flyers, social media, etc. unless given permission to do so by the SAVMA Activities Directors. Items can also be sold at orientation and Open House through the supervision of the Student Experience Specialist, with notice to the SAVMA Activities Directors.
- A 7th semester class has the opportunity to pass a “legacy” item and/or event to any semester of their choice via email to the SAVMA Activities Directors before the 1st day of the next semester. If the 7th semester class chooses not to hand down a legacy (i.e., there is no emailed communication to the SAVMA Activities Directors), the item and/or event is then allowed to be used by any club or semester on a first-come-first-served basis.
- A legacy item and/or event belonging to a club or semester that has not been used the previous semester must be renewed via email to the SAVMA Activities Directors before the 1<sup>st</sup> day of the new semester to remain “active”. If the club does not renew the legacy, the item and/or event can be used by any given club or semester on a first-come-first-served basis.

### 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. Only recognized student organizations are allowed to ask for permission to use the RUSVM logo/marks/etc. Personal Sale items are not

---

allowed to use the RUSVM logos/marks/etc. 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 contact the SAVMA Activities Directors via email at [savmaactivities@rossvet.edu.kn](mailto: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 or denied.

### 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 or club representative or fundraising chairs. The money will then be given to the appropriate semester or club representative. Any money that is misplaced or stolen 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. Money collection will only occur on Wednesdays to allow semester representatives and fundraising chairs to prepare their classes funds and meet to pay the respective organization.

## **EVENTS**

Events may be held by semesters or clubs for fundraising. Each semester and club may have 2 on-campus fundraising events and 2 off-campus fundraising

---

events each semester. Any fundraising event where 100% of the profit goes toward charitable acts will not count towards the event limit. No fundraising event should be duplicated by another club and/or semester unless deemed appropriate by the SAVMA Activities Directors. If a semester or club holds a fundraising event, they have first priority in holding the same event the next semester. If another club or semester would like to do the same event, they are required to have confirmation of approval by the club/semester who held the event in the previous semester. Fundraising event ideas are first come, first served by written request to the SAVMA Activities Directors. In the case of conflict, semesters receive preference over SAVMA approved clubs. All SAVMA approved clubs are required to obtain approval by the SAVMA 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, loss of fundraising abilities, and other repercussions which will be determined and voted on by the current SAVMA Executive and General boards. Security is required to be notified about all off-campus events. If their presence is needed, it is up to the semester/club to confirm with the SAVMA Activities Directors and Security at least 14 days prior to the event. SAVMA strongly encourages the promotion of student wellness, professionalism, diversity, and inclusion at all club and semester events (i.e., advertising responsible drinking, having a designated driver program, etc.). Security should be notified by way of the SAVMA Activities Directors within 48 hours of the event if there is a cancellation. If notification is not received, the event will not be able to be rescheduled. Any event name referencing cultural appropriation, the use of drugs, inebriation, etc. will not be approved by the SAVMA Activities Directors.

SAVMA organized events do not need approval from the Activities Directors.

### Submitting Sale Items and Events for Approval For Semesters

Fundraising requests may be submitted beginning at 8am on the Monday of week 2. Fundraising event dates are reserved based on seniority. All semester's fundraising event dates must be submitted by 12 pm on the Sunday of Week 3. The submission itinerary subject to change at the discretion of the SAVMA Activities Directors.

### For Clubs

Fundraising requests may be submitted beginning at 8am on the Monday of week 3. Fundraising event dates are reserved on a "first-come first-served" basis. All club's

---

fundraising event dates must be submitted by 12pm on the Sunday of Week 4. The submission itinerary is subject to change at the discretion of the SAVMA Activities Directors. On-campus and off-campus fundraising event requests must include the date, time, duration, and location of the event. 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 requested on-campus and off-campus fundraising event 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 semester or club hosts a fundraising event without approval, there will be consequences including, but not limited to, loss of SAVMA recognition. The consequences will be up to the discretion of the SAVMA Executive and General Boards.

Semesters and clubs are allowed to borrow SAVMA equipment for fundraising events. In order to borrow SAVMA equipment, an email must be sent to the SAVMA Activities Directors ([savmaactivities@rossvet.edu.kn](mailto:savmaactivities@rossvet.edu.kn)) 48 hours prior to the event. The borrower must sign an equipment loan agreement and pay a deposit of 100EC to be refunded once items are returned on time and in clean condition. If the borrower is not able to return the item(s) on the agreed upon return date and time, it is still their responsibility to arrange for a third party to fulfill their obligation of returning the borrowed items on time, unless emailed consent has been given otherwise by the RUSVM SAVMA Activities Directors.

The borrower is responsible for cleaning/replacement costs if equipment is lost, damaged, destroyed, stolen or failed to return in a completely clean condition by the agreed upon return due date. Replacement costs will be determined by the RUSVM SAVMA Activities Directors. Failure to pay replacement costs and/or clean equipment will result in consequences deemed by the RUSVM SAVMA Activities Directors including, but not limited to, the deposit becoming non-refundable, and the inability to borrow items for the remainder of the semester and the next semester.

### Approved Areas for On-Campus Fundraisers

Approved areas for fundraisers held on-campus, such as bake-sales, are located next to Paw Paw, in front of MPL, near the entrance to the Upper Auditorium, and

---

on the lawn outside the Student Union. The pavilion at the dorms, and the basketball court near the Prep school may be utilized (after 6pm). The Student Union may be used for food-sales and fundraising events, however only one table may be used. Note that food sales are limited to food vendors only; clubs cannot prepare and serve their own food.

---

## Traditional Events

All of the following events exist to serve and recognize members of the 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 chronological order, the RUSVM's Traditional Events are:

- Semester Olympics
- RUSVM SAVMA Leadership and Excellence Awards (LEA's)
- Mr. Ross (Vet)
- Open Mic Night
- 7<sup>th</sup> Semester Banquet
- Club Fair
- Movie Night

---

## Semester Olympics

Traditionally held the afternoons of Wednesday, Thursday, and Friday during the 5<sup>th</sup> week of classes. Each semester creates teams to compete in Volleyball, Soccer, Basketball, Kickball, and Flag Football. These sporting events are routinely held at Timothy beach for volleyball and Flow Field from the remaining competitions.

The sporting events are not limited to the activities listed above and are subject to change at the discretion of the SAVMA Activities Directors. The Activities Directors may change the sporting 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 1<sup>st</sup> are considered the same semester during these competitions and are required to make teams together. VIPs, faculty, and staff are welcome and invited to play on the “Yellow team”. 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 participating at all times.

Non-sporting events will take place over a 2-week period. This will start the week before sporting events (Week 4) or the week after (Week 6). These events include but are not limited to best class board, in-classroom participation, and most hours at the gym. Best class board will be voted on by SAVMA Faculty Advisors, and the best in-classroom participation will be voted on by the faculty (a survey should be sent via email).

### Inclement Weather Plan

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

---

## Referees

- All semester's referees must sign in with the SAVMA Activities Directors no later than 10 minutes prior to the start of the first game.
- All referees must inform the SAVMA Activities Directors prior to leaving.
- If their semester is playing or has been eliminated, the elected referee(s) are required to stay the entire time.
- Referees may not referee a game that their semester is competing in.

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

At the discretion of the SAVMA Activities Directors, any player may be ejected from the current game in response to unsportsmanlike conduct. They 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. They 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 SAVMA 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 additionally be banned from playing in subsequent games of that event or from playing in subsequent events of that Olympics, based on the severity of the indiscretion. If the SAVMA 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, the monetary award will be distributed to the next highest placing team.

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

- Participation: 1 point for the semester that has the most in-class participation.
- Victories: First Place earns 4 points, Second Place earns 3 points, all other teams will receive 1 point for participation.
- Monetary awards are as follows:
  - First place: \$1,000EC
  - Second Place: \$750EC
  - Third Place: \$250EC
  - Most participation points: \$1,000EC

Class participation at games will be kept track of by the SAVMA Activities Directors via QR code sign in. The SAVMA Activities Directors are required to have them on display, but they are not in charge of getting individuals to log their attendance.

Referee positions and team rosters will be facilitated by the SAVMA Activities Directors. The RUSVM community will be emailed an Excel spreadsheet with sections to fill in referees and team rosters and the Semester Olympics rule book by the SAVMA Activities Directors Friday evening of Week 4. 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 receive PDF points for each game they have refereed.

---

## RUSVM SAVMA Leadership and Excellence Awards:

RUSVM SAVMA Clubs and Semesters are eligible for the RUSVM SAVMA Leadership and Excellence Awards, as well as RUSVM Faculty and Staff. 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 award recipient received an award certificate. The ceremony venue is traditionally Spice Mill; however, the location is subject to change at the discretion of the SAVMA Activities Directors. Attendance is by invite only and should include members of the current and new Executive Board and the faculty and students/clubs receiving awards. 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
- Contribution to Research
- Achievement in Academics & Leadership

---

## Mr. Ross (Vet)

### 6th Semester to Host

Held on the Saturday following the first week of classes (unless extenuating circumstances persist). 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 and theme are 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 and must maintain professionalism.

## Club Fair

Under the authority of the SAVMA Vice President, a Club Fair is held outside of the Student Union on the second Saturday of every semester (unless extenuating circumstances persist) providing students a chance to visit and gain information on any clubs they may be interested in. All welcome of clubs depends on SAVMA Vice President approval.

## Movie Night

### SAVMA and Student Housing to Host

An optional family friendly movie night with free popcorn and refreshments organized once a semester by the SAVMA Activities Directors and/or SAVMA Student Wellness Committee 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.

---

## 7<sup>th</sup> Semester Banquet

This description is intended to clarify matters with respect to RUSVM, SAVMA, and the 7<sup>th</sup> 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 7<sup>th</sup> semester has an option to plan, fund, and supervise the 7<sup>th</sup> 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.

Accordingly, please be advised that RUSVM assumes no responsibility whatsoever in connection with these events. It will not be providing transportation for the event. In particular, please be aware that RUSVM and SAVMA 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 Advice

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:

- a) A statement that the vendor has an alcohol license and will take full responsibility of practicing responsible service of alcoholic beverages.
- b) That the vendor retains the right to refuse service.
- c) That the vendor has liability insurance.

---

## 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) 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)
- b) Proof of participating in an event - deposit slip, letter from intern supervisor, etc. (Hard or scanned copy)
- c) A completed and detailed application form (Hard or scanned copy)
- d) A completed points sheet with signatures from current club officers (Hard copy or 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 Friday of Week 6 and reviewed by Week 8. All applications, supporting documents, questions, etc. need to be directed to the current SAVMA Scholarship Coordinator. The SAVMA Scholarship Coordinator can be contacted via email at [savmascholarships@rossvet.edu.kn](mailto:savmascholarships@rossvet.edu.kn).

---

## SAVMA EXCELLENCE SCHOLARSHIP

Students who are in their 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> 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) 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)
- b) An up-to-date resume. (Submitted as an electronic PDF copy)
- c) 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 Scholarship Coordinator. The SAVMA Scholarship Coordinator can be contacted via email at [savmascholarships@rossvet.edu.kn](mailto:savmascholarships@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 and Vet Prep students with temporary equipment. All participants are expected to actively pursue a more permanent solution to their equipment needs while taking advantage of this program. The SAVMA VP is the liaison between the student body and the library in regard to the laptop loaner program. A participant in the program must abide by all rules and regulations set forth on the contract that is signed at the time of checking out the electronic.

All equipment in relation to the laptop loaner program 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, following an inspection and resigning of the contract with new rental dates reflected. Please contact the SAVMA VP to make arrangements for additional time with the loaner program.

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

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](mailto:SAVMAvp@rossvet.edu.kn).

---

## BOOT DRIVE

The purpose of this benefit is to promote the “reduce, reuse, recycle” mantra while providing assistance to 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 6<sup>th</sup> week of the semester to the Delegates and stored in the SAVMA closet until distributed. Donated items may be gently used or new and should be cleaned. Anyone may donate boots.

Boots will be distributed to 1<sup>st</sup> semester SAVMA members and Vet Prep students once per semester at the beginning of the semester on a first come, first-serve basis, allotting 1<sup>st</sup> semester students priority. 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 first come, first serve. Again, 1st semester SAVMA members will have priority, then Vet Prep students, then the rest of the SAVMA members from any semester that need boots and other supplies. Leftover items will be stored for future demands.

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

Any questions or comments concerning this SAVMA benefit can be directed to [SAVMADelegates@rossvet.edu.kn](mailto:SAVMADelegates@rossvet.edu.kn).

