

CONSTITUTION FOR PURDUE UNIVERSITY STUDENT CHAPTER
OF THE AMERICAN VETERINARY MEDICAL ASSOCIATION

CONSTITUTION

Article 1 - Name

The name of the organization shall be “The Purdue Student Chapter of the American Veterinary Medical Association.”

Article 2 - Objectives

The objectives of the organization shall be:

- Section 1. To promote a spirit of friendly relations among the students regularly enrolled in the course of veterinary medicine.
- Section 2. To provide an additional opportunity for the members to gain professional knowledge and an understanding of professional ethics and conduct.
- Section 3. To demonstrate the virtues of organized effort and “provide opportunity for students to become involved in organized veterinary medicine.”
- Section 4. To build character through the censorship of all unworthy actions of its members and the commendation of worthy deeds.
- Section 5. To develop the characteristics of leadership through training received in conducting the Chapter’s affairs.
- Section 6. To make available to the students the benefits and opportunities offered by the American Veterinary Medical Association to its Student Chapter.

Article 3 - Membership

- Section 1. Students eligible for full membership shall include all full-time students of veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by Purdue University College of Veterinary Medicine.
- Section 2. ECFVG, NAVLE preparation and other students participating in the Veterinary Medical Education program may become associate members.
- Section 3. Members of the faculty and such others, as the Chapter President’s Council may see fit to elect, may become honorary members.
- Section 4. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Section 5. Members are required to participate in three general SCAVMA meetings per academic year during the pre-clinical years of enrollment in the College of Veterinary Medicine and one general SCAVMA meeting during the clinical year of enrollment. Exceptions to this requirement depend upon approval of the Cabinet.

Section 6. Members of SCAVMA are considered members of the Purdue Graduate Student Government. Members can apply for funding and grants under the PGSG. The student activities fee is directed towards the PGSG and the members of SCAVMA have access to it. SCAVMA recognized clubs shall determine on an individual basis if they shall be part of the PGSG or PSG allowing them to apply for funding from the government they chose to join.

Article 4 – Cabinet

Section 1. The Cabinet will consist of the President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Senior Delegate, Junior Delegate, and the two faculty advisors. Each of the officers shall be chosen in accordance with Article 2 of the Bylaws and continue in office for one term or until their successors have been Elected and installed. The eligibility, tenure, duties, and method of election shall be described in the Bylaws.

Article 5 – President’s Council

Section 1. There shall be an administrative group known as the President’s Council of the Student Chapter.

Section 2. The members of the President’s Council will consist of the SCAVMA officers and the presidents of all clubs recognized by SCAVMA. The number of members of the Council, their terms of office, the method of selection, and the filling of vacancies shall be provided for in the Bylaws.

Article 6 – Officers

Section 1. The officers of the Chapter shall consist of the officers defined in Article 2 of the Bylaws.

Article 7 - Amendments

Section 1. The Constitution may be amended by written resolution presented to the Cabinet then voted upon by the Cabinet. Upon approval by the Cabinet, the Constitution shall be amended only by a two-thirds majority vote of the President’s Council and the members of the Chapter in attendance at a regular meeting at which a quorum is present.

A quorum is defined in Article 21, Section 4 of the Bylaws.

Section 2. The Student Chapter Secretary shall advise the Executive Vice-President of the American Veterinary Medical Association of any amendments made to the Bylaws.

Section 3. All amendments to the Constitution and Bylaws are subject to the approval of the Student Activities and Organizations (SAO) Office. They MAY NOT take effect until the constitution has been signed by SAO.

Article 8 - Relations with the American
Veterinary Medical Association

Section 1. The Chapter shall operate under an official charter granted by the American Veterinary Medical Association.

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

BYLAWS

Article 1 - Membership

Section 1. Full Member - At any given time, a Full Member in good standing is any full-time veterinary student who has paid dues for all years while enrolled in Purdue University College of Veterinary Medicine and has participated in an appropriate number of general SCAVMA meetings as defined in Article 3, Section 5 of the Constitution.

For the purposes of the membership in the AVMA at a reduced rate and other benefits, a senior student in good standing is a fourth year student who has paid dues and has participated in the appropriate number of general SCAVMA meetings. Exceptions to this requirement depend upon approval of the Cabinet.

Section 2. Associate Member - At any given time, an Associate Member in good standing is an ECFVG student, NAVLE preparation student, or a full-time student participating in the Veterinary Medical Education Program who has paid dues to the local organization (Purdue SCAVMA) for the current year and has participated in an appropriate number of general SCAVMA meetings. ECFVG students must attend at least one meeting per year, while NAVLE preparation students must attend three meetings per year.

Associate Members may join any affiliate organizations of SCAVMA and shall be required to pay any dues levied by that organization. Associate Members shall have no voting rights in relation to SCAVMA, but affiliated organizations may choose to extend voting rights to Associate Members who are members of that affiliated organization. Associate membership does not entitle members to the privileges extended to Full Members by the AVMA.

Section 3. Honorary Members - At any given time, an honorary member shall not be entitled to the privileges extended to full members by the AVMA.

Article 2 - Officers

Section 1. The SCAVMA officers having immediate charge of the Student Chapter affairs shall consist of the President, President-Elect, Treasurer, Treasurer-Elect, Secretary, Secretary-Elect, the Student AVMA Delegates, the IVMA Student Representatives, the Class Representatives, Documents and Revisions Chair, PGSG Senators, Philanthropy Chair, Activities Chair, Fundraising Chair, and Webmaster.

Section 2. Duties

- a. The officers shall be the administrative body of the Student Chapter. Officers shall attend all President's Council meetings. Officers are expected to attend all SCAVMA general meetings. The affiliate organizations shall be required to have the President/Chairperson or at least one member of their Executive Committee present at each SCAVMA President's Council meeting in order to retain full voting privileges on all issues brought before the President's Council at that meeting.
- b. The SCAVMA officers shall be charged with the duty of carrying out the provisions of the Constitution and Bylaws.

- c. The SCAVMA officers shall direct the President of SCAVMA to report its activities to the Chapter.
- d. The Cabinet shall determine the eligibility of all applicants for membership. The Cabinet shall act upon all charges of misconduct filed against the members.
- e. The Cabinet shall decide as to the eligibility of the graduating members for a Chapter Diploma.
- f. The Cabinet, with the approval of the Chapter, shall determine the annual dues. (see Article 24 of the Bylaws).
- g. The Cabinet must present a balanced budget to the President's Council annually in the Fall Semester.
- h. The President's Council is charged with ratifying the budget and has fiduciary responsibility regarding expenditures exceeding the budget.

Section 3. With the exception of a Past President and a Class Representative, a fourth year student cannot be an officer.

Section 4. Only students who are members in good standing shall be candidates for any Student Chapter office. (Article 1, Section 1 of the Bylaws)

Section 5. All members of the President's Council shall be members in good standing. (Article 1, Section 1 of the Bylaws)

Section 6. A member may hold only one of the following offices per semester: President-Elect, President, Secretary, Treasurer, Treasurer-Elect, IVMA delegate, Junior SAVMA delegate, and Senior SAVMA delegate. If the IVMA delegate is also president of an affiliated organization, then the organization shall provide a representative to take over the President's council duties. A member may repeat an office provided all other requirements are satisfied.

Section 7. While serving the position of President, President-Elect, Secretary, Secretary-Elect, Senior Delegate, Junior Delegate, Treasurer, or Treasurer-Elect one shall not hold the office of President, President-Elect, Treasurer, or Treasurer-Elect within any other Purdue Student Organization. Infringements of this stipulation will be strictly enforced by the SCAVMA Faculty Advisor(s). Provisions for special election, when necessary, are provided in Article 23 Section 7 of these Bylaws.

Article 3 - President

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

Section 2. Election (see Article 23 of the Bylaws).

Section 3. Duties

- a. The President shall serve as chairman of the Cabinet and President's Council.

- b. The President shall vote only when his or her vote will change the outcome.
- c. The President shall not vote on Pet Food Proposals.
- d. The President shall preside at all meetings of the Chapter.
- e. In the absence of the President, the President-Elect shall preside over the meetings of the Student Chapter. With approval of the Cabinet, the President shall appoint and dismiss all regular and special committees and shall promptly fill vacancies (created by any cause) in the membership of committees.
- f. The President shall delegate responsibility for SCAVMA functions during the summer semester.
- g. The President shall introduce SCAVMA to the freshman class.

Section 4. The President shall hold office for two semesters: his/her 5th and 6th.

Section 5. The President shall automatically assume the office of the Past President at the termination of the President's period of office.

Section 6. Travel

Travel allowance shall be in accordance with the established travel policy of SCAVMA. (See SCAMVA Standard Operating Procedures, Travel Policy)

Article 4 - President-Elect

Section 1. Election (See Article 23 of the Bylaws).

Section 2. Duties

- a. The President-Elect shall serve as a voting member of the Cabinet.
- b. The President-Elect shall not vote on Pet Food Proposals.
- c. The President-Elect shall preside at all meetings of the Chapter in the absence of the President.
- d. The President-Elect shall aid and assist the other officers of the Chapter in every way possible.

Section 3. The President-Elect shall hold office for two semesters: his/her 3rd and 4th semester.

Section 4. Following a vote of confidence the President-Elect shall automatically assume the office of the President at the termination of the incumbent President's term of office. If the vote of confidence does not pass an election shall be held according to Article 23 Section 4.

Section 5. Travel

Travel allowance shall be in accordance with the established travel policy of SCAVMA.
(See SCAMVA Standard Operating Procedures, Travel Policy)

Article 5 - Past President

Section 1. The President, upon completing the period of office, shall automatically assume the office of Past President.

Section 2. Duties

- a. The Past President shall act as an advisor to the Cabinet, and as such shall not be extended voting privileges.
- b. The Past President shall help with orientation of the new President and give assistance with transfer of office.
- c. The Past President shall assist the President in the delegation of responsibility for SCAVMA functions during the summer semester.
- d. The Past President shall hold office for one year.

Article 6- Secretary

Section 1. Election (see Article 23 of the bylaws)

Section 2. Duties

- a. The Secretary shall serve as a member of the Cabinet with full President's Council voting privileges on behalf of the Cabinet.
- b. The Secretary shall record and distribute the minutes of each meeting and distribute an agenda as directed by the President.
- c. The Secretary shall also distribute submitted Pet Food Proposals and supporting materials for other new business to Cabinet members before each meeting as appropriate.
- d. The Secretary shall be responsible for recording membership.
- e. The Secretary shall assist the President, Treasurer, and the Senior SAVMA delegate in registering members annually with the American Veterinary Medical Association.
- f. The Secretary shall supply the American Veterinary Medical Association with senior membership applications and other information.
- g. The Secretary shall ensure that all candidates for President's Council positions and all members of affiliated clubs are members in good standing of SCAVMA.
- h. The Secretary shall vote for Pet Food Funds on behalf of the SCAVMA cabinet.

Section 3. The Secretary shall hold office for one year.

Article 7– Secretary-Elect

Section 1. Election (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Secretary-Elect shall serve as a voting member of the Cabinet.
- b. The Secretary-Elect shall not vote on Pet Food Proposals.
- c. The Secretary-Elect shall work closely with the Secretary.
- d. The Secretary-Elect will be responsible for completing Event Planning forms.

Section 3. The Secretary-Elect shall hold office for one semester: his/her 2nd or 4th semester.

Section 4. Following a vote of confidence Secretary-Elect shall automatically assume the office of the Secretary at the termination of the incumbent Secretary’s term of office. If the vote of confidence does not pass an election shall be held according to Article 23 Section 4.

Article 8 - Treasurer

Section 1. Election (see Article 23 of the Bylaws).

Section 2. Duties

- a. The Treasurer shall serve as a voting member of the Cabinet.
- b. The Treasurer shall not vote on Pet Food Proposals.
- c. The Treasurer shall be the sole custodian of the cash resources of the Chapter.
- d. The Treasurer shall keep a careful account of the cash resources and make each disbursement as the Chapter or affiliate organization may direct.
- e. The Treasurer keeps accounts, deposits the organization’s funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.
- f. Before the end of May, the Treasurer shall complete all outstanding transactions and then turn the records over to the incoming Treasurer.
- g. The Treasurer shall, at the end of each financial year, prepare a synopsis of the income and expenditures for the year and make it available to all members of SCAVMA.

Section 3. The Treasurer shall hold office for two semesters: his/her 5th and 6th semesters.

Section 4. Travel

Travel allowance shall be in accordance with the established travel policy of SCAVMA. (See SCAMVA Standard Operating Procedures, Travel Policy)

Article 9 – Treasurer-Elect

- Section 1. Election (See Article 23 of the Bylaws)
- Section 2. Duties
- a. The Treasurer-Elect shall serve as a voting member of the Cabinet.
 - b. The Treasurer-Elect shall not vote on Pet Food Proposals.
 - c. The Treasurer-Elect shall work closely with the Treasurer.
 - d. The Treasurer- Elect shall assist in keeping accounts, depositing the organization’s funds, and making expenditures in a manner approved by the Business Office for Student Organizations.
- Section 3. The Treasurer-Elect shall hold office for one year: his/her 3rd and 4th semesters.
- Section 4. Following a vote of confidence Treasurer-Elect shall automatically assume the office of the Treasurer at the termination of the incumbent Treasurer’s term of office. If the vote of confidence does not pass an election shall be held according to Article 23 Section 4.

Article 10 - Class Representatives

- Section 1. Election (See Article 23 of the Bylaws).
- Section 2. Duties
- a. The Class Representatives shall serve as an officer of SCAVMA with full voting privileges on the President’s Council.
 - b. The Class Representative shall represent his/her class at all President’s Council meetings and attend all general SCAVMA meetings. He/She shall be a primary channel for communication between the SCAVMA and his/her respective class.
- Section 3. With the exception of the freshman (Bylaws Article 23 Section 4) representative, the Class Representative shall hold office for one year.

Article 11 – Philanthropy Chair

- Section 1. Election (See Article 24 of the Bylaws)
- Section 2. Duties
- a. The Philanthropy Chairperson shall serve as an officer of SCAVMA with full voting privileges on the President’s Council.
 - b. The Philanthropy Chairperson shall oversee the organization and registration of the Skip Jackson Dog Jog and select a committee to help in its planning.

- c. The Philanthropy Chairperson shall be involved in the planning of philanthropic events to benefit the Greater Lafayette area and assist the President and other members of the President's Council with any activities therein.
- d. The Philanthropy Chairperson will work closely with the Fundraising Chair to assist in planning of fundraising events.

Article 12 - Student AVMA Delegates

Section 1. Election (See Article 23 of the Bylaws)

Section 2. Duties

- a. Both SAVMA delegates shall serve as officers of SCAVMA with the same franchise as its other members.
- b. Both SAVMA delegates will serve as voting members of the Cabinet.
- c. Both SAVMA delegates shall represent the college and SCAVMA and participate at national student AVMA meetings.
- d. Both SAVMA delegates shall act as a liaison between local and national chapters.
- e. The Senior delegate shall be the Student AVMA Corresponding Delegate and responsible for *The Vet Gazette* literary contributions.

Section 3. Travel

Travel allowance shall be in accordance with the established travel policy of SCAVMA. (See SCAMVA Standard Operating Procedures, Travel Policy)

Article 13 - IVMA Student Representatives

Section 1. Election (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Senior IVMA Student Representative shall serve as a member of the President's Council with full voting privileges. The Senior IVMA Student Representative also has voting privileges on the IVMA Board of Directors.
- b. The Junior IVMA Student Representative shall attend President's Council meetings, but does not have voting privileges.
- c. Both IVMA Student Representatives shall act as a liaison between the local SCAVMA chapter and the IVMA.

Article 14 - Webmaster

Section 1. Election (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Webmaster shall serve as an officer of SCAVMA with full voting privileges on the President's Council.
- b. The Webmaster is responsible for maintenance and creation of necessary pages of the SCAVMA Website as well as attending any general meetings, which require assistance with communications equipment.

Article 15 – Documents and Revision Chair

Section 1. Election and Length of Term

- a. Election format (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Documents and Revision Chair shall serve as an officer of SCAVMA with full voting privileges on the President's Council.
- b. The Documents and Revision Chair will be responsible for writing and editing amendments to the SCAVMA constitution that will be voted on according to Article 25 of the Bylaws.
- c. The Documents and Revision Chair will also be responsible for revising and writing any other documents needed for SCAVMA.

Article 16 – PGSG Senators (2)

Section 1. Election

- a. Both Senators shall be elected according to the election format (See Article 23 of the Bylaws)

Section 2. Duties

- a. The PGSG Senators shall serve as officers of SCAVMA and share one vote on the President's Council.
- b. The PGSG Senators will attend PGSG Senate meetings and PGSG Senate committee meetings as the veterinary college liaison.

Article 17 – Activities Chair

Section 1. Election and Length of Term

- a. Election format (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Activities Chair shall serve as an officer of SCAVMA with full voting privileges on the President's Council.
- b. The Activities Chair will be responsible for recruiting committee chairs to run the activities and events sponsored by SCAVMA.
- c. The Activities Chair will serve as the liaison between the SCAVMA president and the committee chairs of activities and events sponsored by SCAVMA.
- d. The Activities Chair shall head the SAVMA Symposium Committee and oversee all fundraising and travel efforts therein.

Article 18 – Fundraising Chair

Section 1. Election and Length of Term

- a. Election format (See Article 23 of the Bylaws)

Section 2. Duties

- a. The Fundraising Chair will be responsible for holding at least one fundraiser each semester.
- b. The Fundraising Chair shall serve as an officer of SCAVMA with full voting privileges on the President's Council.
- c. The Fundraising Chair will work closely with the Philanthropy Chair, and assist in planning of the Philanthropy Chair's events.

Article 19 - Faculty Representatives

Section 1. Election

One Faculty Representative shall be selected every fourth year to serve in this capacity for four school years. The second Faculty Representative appointed by the Dean or his/her designee shall be a faculty member who is a member of the College's administration.

Section 2. Duties

The Faculty Representative shall serve as an advisor to the Student Chapter as a whole, be members of the SCAVMA Cabinet and shall attend or be represented at all meetings of the Cabinet, President's Council and the Chapter.

Section 3. Qualification

- a. The Faculty Representatives must be members in good standing of the American Veterinary Medical Association.
- b. The Faculty Representatives shall be members of the Purdue University College of Veterinary Medicine Faculty.

- Section 4. In an effort to promote continuity, stability, smooth transfer of SCAVMA responsibilities and fuller faculty participation in the affairs of the Purdue Student Chapter of the American Veterinary Medical Association, the service term of a Faculty Representative may be extended from four years to multiple four-year terms by specific action of the President's Council with the consent of the faculty member involved. The process by which Faculty Representatives shall be selected is as follows:
- a. A prospective Faculty Representative shall be nominated by SCAVMA members in good standing.
 - b. The candidate shall discuss his willingness to serve with the President, and the President shall explain a faculty member's duties.
 - c. A Faculty Representative shall be selected by a simple majority vote of the Cabinet.
 - d. At least one month prior to the termination of the Faculty Representative's term of service, the President shall submit a resolution to the Cabinet to extend that Faculty Representative's term of service four years.
 - e. If the resolution does not pass by majority vote of the Cabinet or if the Faculty Representative resigns, a new advisor shall be sought immediately.
 - f. If, at any time, a Faculty Representative cannot fulfill his obligations to SCAVMA, the Cabinet shall reserve the right to discuss the resignation of that Faculty Representative.

Article 20 - Affiliate Organizations

- Section 1. Any organizations consisting of Purdue College of Veterinary Medicine students interested in a specific area of Veterinary Medicine shall apply for admission as an affiliate group of the Chapter by a written request and an oral presentation to the President's Council and Chapter at least one month before final action is taken. A two-thirds majority vote, of both the President's Council and a quorum of full members present at a Chapter meeting, shall be required for admission.
- Section 2. Criteria for admission as an affiliate group of the Chapter shall include the following:
- a. The affiliate organization shall submit one month prior to the President's Council meeting a written Constitution or Bylaws that clearly delineates its subordinate status to SCAVMA and requires that its members be in good standing in SCAVMA.
 - b. The affiliate organization shall be recognized and in good standing with Purdue's Dean of Students and the Student Activities and Organizations Office prior to seeking recognition as an affiliate organization.
 - c. The affiliate organization shall have met all requirements as required by the College's Office of Student Services.

- d. Voting members of the affiliate organizations shall elect their President/Chairperson, Secretary, and Treasurer by the first full semester after approval by the SCAVMA members.
- e. Affiliate Organizations are expected to conduct at least two (2) meetings per semester.
 - i. Failure to meet this expectation may result in loss of “affiliated” status.

Section 3. The President/Chairperson of the affiliate organization shall serve as a member of the President’s Council with voting privileges.

Article 21 – President’s Council Meetings

Section 1. Meetings shall be scheduled at the discretion of the President with approval of the President’s Council.

Section 2. Order of Business. In all cases where both the Constitution and Bylaws are found insufficient, the Chapter shall employ “Robert’s Rules of Order” as a guide.

- 1. Call to order
- 2. Agenda
- 3. Reading and approval of the minutes
- 4. Officer Reports
- 5. Reports of affiliated and other organizations
- 6. Old business
- 7. New business
- 8. Adjournment

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

Section 4. A quorum for the President’s Council shall constitute 75% or more of the voting members of the President’s Council.

Article 22 - General Membership Meetings

Section 1. Frequency

At least four general meetings shall be held each semester during the school year. An annual general meeting shall be held in the second half of the spring semester. At this meeting, President’s Council members shall give their yearly reports, and any items needing a vote by the student body shall be addressed at this time.

The President-Elect shall determine the nature and content of general meetings of the following semester.

Section 2. Locality and time

- a. The President-Elect shall decide the time, location, and frequency of regular meetings for the following semester insofar as it does not interfere with Section 1 of this article.
- b. Special meetings may be called at any time by the President with the approval of the President's Council. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 3. Quorum

One-third of the membership shall constitute a quorum for the transaction of business.

Article 23 - Elections

Section 1. All officers shall be elected by ballot in accordance with customary parliamentary procedure. Preferably, at least two candidates should be nominated for each office.

Section 2. Only SCAVMA members in good standing shall be privileged to vote.

Section 3. For election purposes semesters one and two are defined as fall and spring semesters freshman year, semesters three and four as fall and spring semesters sophomore year and semesters five and six as fall and spring semester junior year.

Section 4. Elections

Fall Elections:

First Semester Elections

- a. The Junior Student AVMA Delegate and Junior IVMA Student Representative will be elected during their 1st semester during the last general SCAVMA meeting in the fall.
- b. They shall serve as Junior Delegates/Representatives for starting January 1st of their 2nd semester and serve until January 1st of their 4th semester.
- c. On January 1st of their 4th semester they will begin their term as Senior Delegates/Representatives and serve until January 1st of their 6th semester.

First Year Class Representative

- a. Nominations for the First Year Class Representative will be received the President, Monday and Tuesday of the eighth week of fall-.
- b. The First Year Class Representative will be elected by the SCAVMA members of the first year class, during the first general SCAVMA meeting following nominations and serve as Class Representative for their 1st and 2nd semester.

First and Third Semester Elections

- a. The Philanthropy Chair, Webmaster, Fundraising Chair, and Secretary-Elect shall be elected as 1st or 3rd semester student.
- b. They will serve during their 2nd and 3rd semester or 4th and 5th semester respectively.
 - i. Secretary-Elect will serve during 2nd or 4th semester only.

Spring Elections:

Second Semester Elections

- a. The President-Elect and Treasurer-Elect shall be elected as 2th semester students and serve as President-Elect and Treasurer-Elect for their 3rd and 4th semester.
 - i. A vote of confidence will be held in their 4th semester to allow them to serve as the President and Treasurer for their 5th and 6th semester.
 - a. If the vote of confidence does not pass then a general election shall be held to elect a 4th semester student to serve as President or Treasurer during their 5th and 6th semester.

Second and Fourth Semester Elections

- a. The Secretary, Documents and Revisions Chair, PGSG Senator, PGSG Alternate Senator, and Activities Chair shall be elected as either 2nd semester or 4th semester students.
- b. They shall serve for their 3rd and 4th semester or 5th and 6th semester respectively.
- c. A student elected as a 2nd semester student may also be elected during their 4th semester as long as they continue to be in good standings.
- d. Second, Third, and Fourth Year Class Representatives shall be elected in their 2nd, 4th, and 6th semester respectively.
- e. Secretary shall be elected as either a 2nd semester or 4th semester student.
 - i. A vote of confidence will be held for the secretary-elect in their 2nd or 4th semester to allow them to serve as the Secretary for the 3rd and 4th or their 5th and 6th semester.
 - a. If the vote of confidence does not pass then a general election shall be held to elect a 2nd or 4th semester student to serve as Secretary during their 3rd and 4th semester or their 5th and 6th semester.

Section 5. The Election shall be held no later than seven days after the last general SCAVMA meeting of the semester:

- a. Elections and candidates shall be publicized.

- b. Class Representatives shall obtain nominations over a two-week period.
- c. Candidate, nominator, and seconder shall be listed with the signature of the candidate, indicating a willingness to run for office. No candidate shall nominate or second another for the same office for which he is running.
- d. One person shall not hold more than one of President's Council Officer Positions. If a position remains unfilled after an election, a President's Council Officer may dually hold the unfilled Officer position with only one vote on the President's Council.
- e. Each candidate shall be reviewed by the Secretary to ensure their eligibility and to confirm they are in good standing with SCAVMA.
- f. Voting shall be by secret ballot.
- g. Staff of the Student Services Office and Faculty Advisors shall act as impartial officials.
- h. Ballots shall be counted by the staff of the Student Services Office in the College of Veterinary Medicine and/or the SCAVMA faculty advisors.
 - a. This may vary if the voting is done electronically through a secure registration of voters on the SCAVMA website.
 - b. If this is the case, the results must be verified by the Students Services Office staff and the SCAVMA Advisors by checking the results on the SCAVMA Website.
- i. The SCAVMA Cabinet shall be informed of election results on the evening of Election Day. In the event of a tie between two candidates, a second vote for the two candidates shall be held within 48 hours
- j. After confirmation of Election results by the SCAVMA Cabinet, the President shall inform the successful candidates that evening, and the Class Representatives shall announce the results to their classes the following day.
- k. The incumbent officer must schedule at least one meeting with their replacement before initiation of the term of the new officer. This meeting must be documented by the incumbent and proof sent to the SCAVMA President before termination of their term in writing or via e-mail. In addition, a SCAVMA officer transition dinner will be held at a time convenient for all classes during the month of April to help facilitate communication between incumbent and incoming officers.

Section 6. Only members of their respective class shall select by secret ballot their President's Council representative.

Section 7. Special Elections

In the event that a SCAVMA Officer is unable/unwilling to complete his/her term for any reason and there is an elect for the position:

- a. The general membership shall be notified of the vacancy.
- b. The elect will assume the vacant position after a vote of confidence by the President's Council.

In the event that a SCAVMA Officer is unable/unwilling to complete his/her term for any reason and there is no elect:

- a. The general membership shall be notified of the vacancy.
- b. The Cabinet shall meet at its earliest convenience, not to exceed five (5) business days, from the date in which the general membership was notified.
- c. At this meeting, the Cabinet will determine the cohort of students who will be eligible to run for the vacant position.
- d. Candidates for the vacant position must be nominated by a fellow student. Then the nomination must be seconded.
- e. The Secretary will confirm that all candidates are in good standing with SCAVMA.
- f. Should the number of qualified candidates exceed seven (7), SCAVMA Cabinet shall vet (investigate one's suitability for a position) the candidates to determine their eligibility.
- g. Voting shall be by secret ballot.
- h. Staff of the Student Services Office and Faculty Advisors shall act as impartial officials.
- i. Ballots shall be counted by the staff of the Student Services Office in the College of Veterinary Medicine and/or the SCAVMA Faculty Advisors.
 - a. This may vary if the voting is done electronically through a secure registration of voters on the SCAVMA website.
 - b. If this is the case, the results must be verified by the Student Services Office staff and the SCAVMA Advisors by checking the results on the SCAVMA website.
- j. Student Services will inform the Cabinet of the results of the election, and the President will inform the general membership of the results.

Article 24 - Dues

Section 1. The Cabinet shall determine dues based on the financial need of the Chapter. Approval of the dues requires a two-thirds affirmative vote of a quorum of the Cabinet. Early and late dues will then be communicated by the President to SAVMA.

Article 25 - Amendments

Section 1. The Bylaws may be amended by written resolution presented to the Cabinet then voted upon by the Cabinet. Following approval by the Cabinet it shall be presented to and voted on by the President's Council at least one month before final action is taken. A majority vote of quorums of both the Cabinet and President's Council shall be required for adoption.

Article 26 - Ratification

The Constitution and these Bylaws shall be effective as of the fall term 2008.

Constitution and Bylaws revised spring 1976
Bylaws amended 4/27/78
Bylaws amended 1/15/81
Bylaws amended 4/22/82
Bylaws amended 9/12/83
Bylaws amended 9/18/86
Constitution and Bylaws extensively amended Spring 1993
Constitution and Bylaws revised Spring 2001
Constitution and Bylaws revised Spring 2004
Constitution and Bylaws revised Spring 2007
Bylaws amended 10/03/07
Constitution and Bylaws revised Spring 2008 (3/24/08)
Constitution and Bylaws amended Spring 2012 (4/5/12)
Constitution and Bylaws amended Fall 2012 (12/5/12)
Bylaws amended Fall 2013 (8/28/13)
Constitution and Bylaws amended Spring 2014 (2/24/14)
Bylaws amended Fall 2014 (11/12/14)
Constitution and Bylaws revised Spring 2015 (4/28/15)
Constitution and Bylaws revised Fall 2015 (8/24/15)
Constitution and Bylaws revised Spring 2016 (4/8/16)

Dean of Students Fall 2016 _____

SCAVMA Advisor Fall 2016 _____
Dr. Weisman

SCAVMA President Fall 2016 _____
Kimberly Lutz

SCAVMA Treasurer Fall 2016 _____
Rachel Gallmeyer