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 School 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 Executive Board may see fit to Elect, may become honorary members.

Section 4. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.
Section 5. Members are required to participate in three general SCAVMA meetings per academic year during the first three years of enrollment in the School of Veterinary Medicine and one general SCAVMA meeting during the fourth year of enrollment. Exceptions to this requirement depend upon approval of the faculty advisors.

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 - Executive Board

Section 1. There shall be an administrative group known as the Executive Board 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 for in the Bylaws.

Article 5 - Officers

Section 1. The officers of the Chapter shall consist of a President, President-Elect, Past President, Secretary, Treasurer, Treasurer Elect and Vice President. Each of these 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.

Section 2. The freshman representative shall be elected as a first semester student. The Class Representatives for the sophomore, junior and senior classes shall be elected in the semester preceding their year of office.

Section 3. The Philanthropy Chairperson shall be elected as a first-year student or when the position becomes vacant.

Article 6 - Amendments

Section 1. The Constitution shall be amended only by a two-thirds majority vote of the Executive Board and the members of the Chapter in attendance at a regular meeting at which a quorum is present. Proposed amendments shall be presented to the American Veterinary Medical Association for approval at least three months before final action is to be taken.

A quorum is defined in Article 21, Section 3 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 Office of the Dean of Students.
Article 7 - 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.

Article 8 - Standard Operating Protocol

Section 1. The Standard Operating Protocol shall provide guidelines for the day-to-day operations of SCAVMA and shall be supplied to all new members.

Section 2. The responsibilities of all members shall be listed in the Standard Operating Protocol.

Section 3. The Standard Operating Protocol shall be updated and maintained by the Document Revisions Committee.

Section 4. Updated versions of the Standard Operating Protocol shall be made available to all students.

Section 5. The Standard Operating Protocol shall be amended by a majority vote of the Executive Board.

Section 6. The Standard Operating Protocol for all officers listed in Article 5, Section 1 shall be provided to each officer upon election to office. These Standard Operating Protocols shall provide guidelines for the day-to-day and event-centered operations of the specified position.

Section 7. The Standard Operating Protocol for each officer’s position shall be updated and maintained by the current officer.
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 the current year 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 for a minimum of both their third and fourth years. Exceptions to this requirement depend upon approval of the faculty advisor(s).

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 officers having immediate charge of the Student Chapter affairs shall consist of a President, President-Elect, Vice President, Past President, Secretary, Treasurer, Treasurer-Elect and other members of an Executive Board.

Section 2. The President-Elect shall be elected as a second semester student. The Secretary shall be elected as a second or fourth semester student. The Treasurer-Elect shall be elected as a second semester student.

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 semesters junior year.

Section 3. With the exception of a Past President and a Class Representative, a fourth year student can not 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 Executive Board 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, Vice President, Secretary, Treasurer, Treasurer-Elect, IVMA delegate, Junior SAVMA delegate, and Senior SAVMA delegate. If an individual holds one of the aforementioned positions and is also president of an affiliated organization, then the organization Vice President or Co-President should take over the Executive Board duties. A member may repeat an office provided all other requirements are satisfied.

Article 3 - President

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

Section 2. Election (see Article 22 of the Bylaws).

Section 3. Duties

a. The President shall serve as chairman of the Executive Board.

b. The President shall vote only when his or her vote will change the outcome.

c. The President shall preside at all meetings of the Chapter.

d. In the absence of the President, the President-Elect shall preside over the meetings of the Student Chapter. With approval of the Executive Board, 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.

e. The President shall delegate responsibility for SCAVMA functions during the summer semester.

f. The President shall introduce SCAVMA to the freshman class.

Section 4. The President shall hold office for one year.

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. While serving the position of President, one shall not hold the office of President within any other Purdue Student Organization. Infringements of this stipulation will be strictly enforced by the SCAVMA Executive Board and its Faculty Advisor(s). Provisions for special election, when necessary, are provided in Article 18 Section 9 of these Bylaws.
Section 7. Travel

The President will be allotted $2,000 per year to cover the expenses associated with attending SAVMA Symposium and AVMA Convention. Expenses exceeding $2,000 will be the sole responsibility of the President. Monies shall come from the SCAVMA general fund. Monies not used for travel expenses will remain in the SCAVMA general fund for other purposes.

Article 4 - President-Elect

Section 1. Election (See Article 22 of the Bylaws).

Section 2. Duties

a. The President-Elect shall serve as a member of the Executive Board with full voting privileges.

b. The President-Elect shall preside at all meetings of the Chapter in the absence of the President.

c. 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 one year.

Section 4. The President-Elect shall automatically assume the office of the President at the termination of the incumbent President’s term of office.

Section 5. Travel

The President-Elect will be allotted $2,000 per year to cover the expenses associated with attending SAVMA Symposium and AVMA Convention. Expenses exceeding $2,000 will be the sole responsibility of the President-Elect. Monies shall come from the SCAVMA general fund. Monies not used for travel expenses will remain in the SCAVMA general fund for other purposes.

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 Executive Board, 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.
The Past President shall hold office for one year.

**Article 6- Vice President**

**Section 1.** Election (see article 22 of the bylaws)

**Section 2.** Duties

a. The Vice President shall serve as a member of the executive board with full voting privileges.

b. The Vice President shall aid and assist the President and President-Elect in their duties when solicited.

c. The Vice President shall chair the SAVMA Symposium Committee and oversee all fundraising and travel efforts therein

**Section 3.** The Vice President shall hold office for one year.

**Article 7- Secretary**

**Section 1.** Election (see Article 22 of the bylaws)

**Section 2.** Duties

a. The Secretary shall serve as a member of the executive board with full voting privileges.

b. The Secretary shall record and distribute the minutes of each meeting and distribute an agenda as directed by the President. The Secretary shall also distribute submitted Pet Food Proposals and supporting materials for other new business to Executive Board members before each meeting as appropriate.

c. The Secretary shall be responsible for recording membership.

d. The Secretary shall assist the President, Vice President, Treasurer and the Senior SAVMA delegate in registering members annually with the American Veterinary Medical Association.

e. The Secretary shall supply the American Veterinary Medical Association with senior membership applications and other information.

f. The Secretary shall ensure that all candidates for executive board positions and all members of affiliated clubs are members in good standing of SCAVMA.

g. For a complete list of duties, reference the current SOP.

**Section 3.** The Secretary shall hold office for two semesters: his/her 3rd and 4th semesters. The Secretary may be reappointed for his/her 5th and 6th semesters.
Article 7 - Treasurer

Section 1. Election (see Article 22 of the Bylaws).

Section 2. Duties

a. The Treasurer shall serve as a member of the Executive Board with full voting privileges.

b. The Treasurer shall be the sole custodian of the cash resources of the Chapter.

c. The Treasurer shall keep a careful account of the same and make each disbursement as the Chapter or affiliate organization may direct.

d. The Treasurer shall be responsible for the handling of funds paid to the AVMA for student subscriptions and other items obtained from the AVMA.

e. The Treasurer shall be responsible for the handling of dues paid to the Student American Veterinary Medical Association.

f. The Treasurer keeps accounts, deposits the organization’s funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

g. Before the end of May, the Treasurer shall balance the accounts and then turn the records over to the incoming Treasurer.

h. 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.

Article 8 - Class Representative

Section 1. Election (See Article 22 of the Bylaws).

Section 2. Duties

a. The Class Representative shall serve as a member of the Executive Board with full voting privileges.

b. The Class Representative shall represent his/her class at all Executive Board meetings and attend all general SCAVMA meetings. He/She shall be a primary channel for communication between the Executive Board and his/her respective class.
Section 3. With the exception of the freshman (Bylaws Article 22 Section 6) representative, the Class Representative shall hold office for one year.

**Article 9 – Treasurer-Elect**

Section 1. Election (See Article 22 of the Bylaws)

Section 2. Duties

a. The Treasurer-Elect shall serve as a member of the Executive Board with full voting privileges.

b. The Treasurer-Elect shall oversee the operations of the SCAVMA store within the PVSA bookstore, and shall serve as the liaison between the SCAVMA store manager and the Executive Board.

c. The Treasurer-Elect shall work closely with the Treasurer.

Section 3. The Treasurer-Elect shall hold office for one year: his/her 3rd and 4th semesters.

Section 4. The Treasurer-Elect shall automatically assume the office of the Treasurer at the termination of the incumbent Treasurer’s term of office.

**Article 10 – Philanthropy Chair**

Section 1. The Philanthropy Chairperson shall be nominated by SCAVMA members in good standing and appointed by the President and the Executive Board.

Section 2. Duties

a. The Philanthropy Chairperson shall serve as a member of the Executive Board with full voting privileges.

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 events to benefit the Greater Lafayette area and assist the President and other members of the Executive Board with any activities therein.

**Article 11 - Faculty Representatives**

Section 1. Election

One Faculty Representative shall be selected every fourth semester to serve in this capacity for four school years. By conducting Elections in this manner, as a Faculty Representative steps down, there shall always be a senior Faculty Representative with a minimum of two years experience in advising SCAVMA.
Section 2. Duties

The Faculty Representative shall serve as an advisor to the Student Chapter as a whole and shall attend or be represented at all meetings of the Executive Board 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 School of Veterinary Medicine Association.

Section 4. In an effort to promote continuity, stability, smooth transfer of Executive Board 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 Executive Board 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 Executive Board, and the Executive Board shall explain a faculty member’s duties.

c. A Faculty Representative shall be selected by a simple majority vote of the Executive Board.

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 Executive Board to extend that Faculty Representative’s term of service four years.

e. If the resolution does not pass by majority vote of the Executive Board 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 Executive Board shall reserve the right to discuss the resignation of that Faculty Representative.

Article 12 - National Student AVMA Delegates

Section 1. Election

The SAVMA Delegate-elect shall be elected as a 1st semester student. He/She shall serve as Delegate-Elect until January 1st of the 2nd semester. On January 1st, he/she becomes the Junior SAVMA Delegate. This position is held for one year, up to January 1st of the 4th semester. At this time, he/she becomes Senior SAVMA Delegate. This position is also held for one year, until January 1st of the 6th semester.
Section 2. Duties

a. Both SAVMA delegates shall serve as members of the Executive Board with the same franchise as its other members, but sharing one voting right.

b. Both SAVMA delegates shall represent the School and SCAVMA and participate at national student AVMA meetings.

c. Both SAVMA delegates shall act as a liaison between local and national chapters.

d. The Senior delegate shall be the Student AVMA Corresponding Delegate and responsible for *The Vet Gazette* literary contributions.

e. The SAVMA delegate-elect has no voting privileges, but is expected to attend Executive Board meetings.

Section 3. Travel

SAVMA Delegates will be allotted $2,000 per year per Delegate to cover the expenses associated with attending SAVMA Symposium and AVMA Convention. Expenses exceeding $2,000 will be the sole responsibility of the SAVMA Delegate. Monies shall come from the SCAVMA general account. Monies not used for travel expenses will remain in the SCAVMA general account for other purposes.

*Article 14 - IVMA Delegates*

Section 1. Election and Length of Term

The Junior IVMA Delegate shall be elected in the 1st semester to a two-semester term: 2nd and 3rd semesters. As a 4th and 5th semester student, this individual shall serve as the Senior IVMA Delegate.

Section 2. Duties

a. The Senior IVMA Delegate shall serve as a member of the Executive Board with full voting privileges. The Senior IVMA Delegate also has voting privileges on the IVMA Board of Directors.

b. The Junior IVMA Delegate shall attend Executive Board meetings, but does not have voting privileges.

c. Both IVMA Delegates shall act as a liaison between the local SCAVMA chapter and the IVMA.
Article 15 - Webmaster

Section 1. Election and Length of Term

The Webmaster shall be elected as a 1st semester student for a two-semester term: 2nd and 3rd semesters. The Communications Officer can be re-elected for his/her 4th and 5th semesters.

Section 2. Duties

a. The Webmaster shall serve as a member of the Executive Board with full voting privileges.

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 16 – Documents and Revision Chair

Section 1. Election and Length of Term

a. Election format (See Article 22 of the Bylaws)

b. The Documents and Revision Chair shall be elected as a 2nd or 4th semester student and serve for a two-semester term: 3rd and 4th or 5th and 6th semesters. A Documents and Revision Chair elected as a 2nd semester student can be re-elected as a 4th semester student.

Section 2. Duties

a. The Documents and Revision Chair shall serve as a member of the Executive Board with full voting privileges.

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 22.

c. The Documents and Revision Chair will also be responsible for revising and writing any other documents needed for SCAVMA.

Article 17 – PGSG Senator

Section 1. Election and Length of Term

a. Election format (See Article 22 of the Bylaws)

b. The PGSG Senator shall be elected as a 2nd or 4th semester student and serve for a two-semester term. A PGSG Senator elected as a 2nd semester student can be re-elected as a 4th semester student.
Section 2. Duties
a. The PGSG Senator shall serve as a member of the Executive Board with full voting privileges.

b. The PGSG will attend PGSG Senate meeting as the veterinary school liaison.

PGSG Alternate Senator

Section 1. Election and Length of Term
a. Election format (See Article 22 of the Bylaws)

a. The PGSG Alternate Senator shall be elected as a 2nd or 4th semester student and serve for a two-semester term. A PGSG Alternate Senator elected as a 2nd semester student can be re-elected as a 4th semester student.

Duties
a. The Alternate Senator will share the responsibilities and vote of the PGSG Senator

Article 18 - Affiliate Organizations

Section 1. Any organizations of Purdue University Veterinary Students interested in a specific area of Veterinary Medicine may apply for admission as an affiliate group of the Chapter by a written request and an oral presentation to the Executive Board and Chapter at least one month before final action is taken. A majority vote, of both the Executive Board 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 have 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. Voting members of the affiliate organizations shall elect their President/Chairperson, Secretary and Treasurer at a time convenient for the organization.

c. 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

d. Membership in the affiliate organization shall not be restricted on the basis of race, creed, sex, physical or learning disability, or national origin.
Section 3. The President/Chairperson of the affiliate organization shall serve as a member of the Executive Board with voting privileges.

**Article 19 - Executive Board**

Section 1. Composition

The Executive Board shall consist of the following: President, President-Elect, Vice President, Past President, Secretary, Treasurer, Treasurer-Elect, the Class Representatives, the Philanthropy Chairperson, the Junior and Senior Delegates of the SAVMA, the Junior and Senior Delegates of the IVMA, Communications Officer, Committee Chairpersons, Documents and Revision Chair, PGSG Senator and PGSG Alternate Senator and the President/Chairperson of each duly admitted affiliate organization.

Section 2. Election (see Articles 2-10, 12, 13, 14 and 15 of the Bylaws).

Section 3. Duties

a. The Student Executive Board shall be the administrative body of the Student Chapter. Board members shall attend all Board Meetings. Board members 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 Executive Board meeting in order to retain full voting privileges on all issues brought before the Executive Board at that meeting.

b. The Executive Board shall be charged with the duty of carrying out the provisions of the Constitution and Bylaws.

c. The Executive Board shall direct the President of SCAVMA to report its activities to the Chapter.

d. The Executive Board shall determine the eligibility of all applicants for membership. The Executive Board shall act upon all charges of misconduct filed against the members.

e. The Executive Board shall decide as to the eligibility of the graduating members for a Chapter Diploma.

f. The Executive Board, with the approval of the Chapter, shall determine the annual dues. (see Article 21 of the Bylaws).

**Article 20 - Executive Board Meetings**

Section 1. Meetings shall be scheduled at the discretion of the President with approval of the Executive Board.
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 Executive Board shall constitute 75% or more of the voting members of the Executive Board.

Article 21 - 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, Executive Board 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 and the Program Committee shall determine the nature and content of general meetings of the following semester.

Section 2. Locality and time

a. The President-Elect and the Program Committee 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 Executive Board. Special meetings shall be well advertised at least twenty-four hours in advance.

Section 3. Quorum

Twenty-five percent of the membership shall constitute a quorum for the transaction of business.

Article 22 - 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. The Election shall be organized by the SCAVMA Executive Board. Nominations shall open at least two weeks prior to the Executive Board meeting preceding the last general meeting of the semester. The eligibility and suitability of candidates for each position shall be determined by the Executive Board prior to announcement of the candidates.

Section 4. 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 the following positions at the same time: President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, Senior Delegate or Junior Delegate of SAVMA, Webmaster, IVMA Delegates, Committee Chairs.

e. Each candidate shall be reviewed by the Executive Board for candidacy eligibility at the Executive Board meeting preceding the last general meeting of the semester.

f. All candidates shall present a short election address at the last general meeting of the semester.

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 School of Veterinary Medicine and/or the SCAVMA faculty advisors.
   1. This may vary if the voting is done electronically through a secure registration of voters on the SCAVMA website.
   2. 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.

j. The SCAVMA Executive Board 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.

k. After confirmation of Election results by the SCAVMA Executive Board, the President shall inform the successful candidates that evening, and the Class Representatives shall announce the results to their classes the following day.
1. 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 5.

To conform with this document, there shall be two elections during each collegiate year: one late in the spring semester at which the President-Elect, Vice President, Secretary, Treasurer-Elect, Class Representatives (except the Freshman Class Representative) and Committee Chairs shall be elected and one late in the fall semester at which the IVMA Junior delegate, Webmaster, and SAVMA delegate-elect shall be elected.

Section 6.

The first year Class Representative shall be elected during the eighth week of the fall semester by SCAVMA members of that first year class.

a. Nominations shall be accepted on Monday and Tuesday of the eighth week of the fall semester.

b. The vote shall be by secret ballot.

c. The votes shall be counted by the faculty advisor.

d. The elected candidate shall be informed of his success by the President of SCAVMA. The President shall also indicate to the class the name of their duly elected representative.

e. The first year Class Representative shall serve a full one-year term.

f. During the interim between the beginning of the school year and the election of the first year Class Representative, the second year Class Representative shall perform the duties of the first year Class Representative.

Section 7.

Only members of their respective class shall select by secret ballot their Executive Board representative.

Section 8.

Senior Class Representative shall serve for two semesters.

Section 9.

Special Elections

In the event that a SCAVMA Officer (President-Elect, President, Past-President, SAVMA Delegates, IVMA Delegates, Secretary, Treasurer, Communications Officer, Fundraising Chairperson) is unable/unwilling to complete his/her term for any reason…

a. The general membership shall be notified of the vacancy.
b. Requests for consideration to fill the vacancy shall be submitted to the SCAVMA Secretary by the person wishing to fill the position.

c. The Executive Board shall meet at its earliest convenience, not to exceed five (5) business days, from the date in which the general membership was notified.

d. At this meeting, the board shall consider all submitted requests and hear all eligible candidates before rendering a decision

   a. Should the number of qualified candidates exceed seven (7), the President, Past-President, President-Elect, Secretary, and Treasurer shall vet (investigate one’s suitability for a position) the candidates to determine their eligibility.

Article 23 - Dues

Section 1. The Executive Board 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 Executive Board.

Article 24 - Amendments

Section 1. The Bylaws may be amended by written resolution presented to a Constitution Committee appointed by the Executive Board and then voted upon by the Executive Board and Chapter at least one month before final action is taken. A majority vote of quorums of both the Executive Board and members present shall be required for adoption.

Article 25 - Standard Operating Protocol

The Standard Operating Protocol shall be adopted or modified by majority votes of the Executive Board shall include procedures associated with meetings and events organized by the Chapter.

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