



# **POLICIES AND PROCEDURES MANUAL**

**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue President. This Position Description applies to all activities conducted by the President.

**Position Qualifications**

The SAVMA Purdue member must have served as SAVMA Purdue President-Elect immediately preceding succession to President.

**Appointment**

The President-Elect succeeds to this position after a verbal vote of confidence is held in their 4<sup>th</sup> semester by membership at the SAVMA Grand Rounds Meeting in April. If the vote of confidence does not pass, a general election shall be held to elect a 4<sup>th</sup> semester student to serve as President.

**Term**

Induction to this position occurs at the conclusion of the 4<sup>th</sup> semester, and the term extends through two semesters: 5<sup>th</sup> and 6<sup>th</sup>.

**Responsibilities**

The President will perform such duties as stated in this Position Description, or as requested, including but not limited to the following:

**Serve as:**

- Chief executive of the Chapter.
- Chairman of the Cabinet and Council.

**Participate in activities as follows:**

- Vote only when his or her vote will change the outcome.
- Preside at all meetings of the Chapter.
- Delegate responsibility for Chapter functions.
- Introduce Chapter to the freshman class during PVM on-boarding.
- Meet regularly with Assistant Dean for Student Affairs.
- Attend the annual AVMA Convention, SAVMA Symposium, and SAVMA Leadership Summit on behalf of the Chapter.

**Appoint**

With approval of the Cabinet, the President shall appoint and dismiss all regular and special committees, and shall promptly fill vacancies in the membership of committees.

### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue President-Elect. This Position Description applies to all activities conducted by the President-Elect.

### **Position Qualifications**

The SAVMA Purdue member must be a 2<sup>nd</sup> semester student in good standing with the Chapter.

### **Appointment**

Refer to *Elections SOP*.

### **Term**

The term for this position is two semesters: his/her 3<sup>rd</sup>/4<sup>th</sup> semesters.

### **Responsibilities**

The President-Elect will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as a voting member of the Cabinet.
- Preside at all meetings of the Chapter in the absence of the President.
- Aid and assist the other offices of the Chapter in every way possible.
- Attend the annual AVMA Convention & SAVMA Symposium on behalf of the Chapter.



## **PAST PRESIDENT**

### **Position Description**

#### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Past President. This Position Description applies to all activities conducted by the SAVMA Purdue Past President.

#### **Position Qualifications**

The SAVMA Purdue member must have served a two-semester term as SAVMA Purdue President immediately preceding succession to Past President.

#### **Appointment**

The President succeeds to this position at the end of their term as President.

#### **Term**

Induction to this position is at the conclusion of his or her 6<sup>th</sup> semester, and the term concludes at the time of graduation.

#### **Responsibilities**

**The duties of the member of the Past President include, but are not limited to:**

- Act as an advisor to the Cabinet, and as such, shall not be extended voting privileges.
- Help with orientation of the President and give assistance with transfer of office.
- Assist the President in the delegation of responsibility for Chapter functions during the summer semester.
- Serve as the SAVMA Purdue Senior Class Representative, with full voting privileges on the Council.
- Be a primary channel for communication between the Chapter and his/her class.



### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Student AVMA Delegates. This Position Description applies to all activities conducted by the Student AVMA Delegates.

### **Position Qualifications**

Student AVMA Junior Delegate candidates must be 1<sup>st</sup> semester students in good standing with the Chapter. Student AVMA Senior Delegates must continue to be in good standing with the Chapter.

### **Appointment**

The Student AVMA Junior Delegate will be elected during their 1<sup>st</sup> semester at the last general Chapter meeting in the fall. The Student AVMA Junior Delegate will succeed to the Student AVMA Senior Delegate position at the start of their 4<sup>th</sup> semester.

### **Term**

The term for Student AVMA Junior Delegate is from January 1<sup>st</sup> of their 2<sup>nd</sup> semester to January 1<sup>st</sup> of their 4<sup>th</sup> semester. The term for Student AVMA Senior Delegate is from January 1<sup>st</sup> of their 4<sup>th</sup> semester to January 1<sup>st</sup> of their 6<sup>th</sup> semester.

### **Responsibilities**

The Student AVMA Delegates will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as officers of the Chapter.
- Serve as voting members of the Cabinet.
- Represent the College and the Chapter by participating at national Student AVMA meetings.
- Act as a liaison between local and national organizations.
- Chair the SAVMA Symposium Committee and oversee all related fundraising and travel efforts.

In addition to the above duties, the Student AVMA Senior Delegate will be responsible for the following:

- Acting as the Student AVMA Corresponding Delegate and be chiefly responsible for literary contributions to *The Vet Gazette*.

**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Treasurer. This Position Description applies to all activities conducted by the SAVMA Purdue Treasurer.

**Position Qualifications**

The SAVMA Purdue member must have served as SAVMA Purdue Treasurer-Elect immediately preceding succession to Treasurer.

**Appointment**

The Treasurer-Elect succeeds to this position after a vote of confidence is held in their 4<sup>th</sup> semester. If the vote of confidence does not pass, a general election shall be held to elect a 4<sup>th</sup> semester student to serve as Treasurer.

**Term**

The term for this position is 2 semesters: his/her 5<sup>th</sup> and 6<sup>th</sup> semesters.

**Responsibilities**

The SAVMA Purdue Treasurer shall:

- Serve as a voting member of the Cabinet.
- Be the sole custodian of the financial resources of the Chapter.
- Keep a careful account of the financial resources and make each disbursement as the Chapter or affiliate organization may direct.
- Keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Purdue University Business Office for Student Organizations.
- Complete all outstanding transactions and then turn the records over to the incoming Treasurer, by the end of May.
- At the end of each fiscal year (fiscal year is defined as the academic year), prepare a synopsis of the income and expenditures for the year and make it available to all members of the Chapter.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Treasurer-Elect. This Position Description applies to all activities conducted by the Treasurer-Elect.

**Position Qualifications**

The SAVMA Purdue member must be a 2<sup>nd</sup> semester student in good standing with the Chapter.

**Appointment**

Refer to the *Elections SOP*.

**Term**

The term for this position is two semesters: his/her 3<sup>rd</sup> and 4<sup>th</sup> semesters.

**Responsibilities**

The Treasurer-Elect will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as a voting member of the Cabinet.
- Work closely with the Treasurer.
- Assist in keeping accounts, depositing the organization's funds, and making expenditures in a manner approved by the Purdue University Business Office for Student Organizations.

**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Secretary. This Position Description applies to all activities conducted by the Secretary.

**Position Qualifications**

The SAVMA Purdue member must have served as SAVMA Purdue Secretary-Elect immediately preceding succession to Secretary.

**Appointment**

The Secretary-Elect succeeds to this position after a vote of confidence is held in their 4<sup>th</sup> semester. If the vote of confidence does not pass, a general election shall be held to elect a 4<sup>th</sup> semester student to serve as Secretary.

**Term**

The term for this position is two semesters: his/her 5<sup>th</sup> and 6<sup>th</sup> semesters.

**Responsibilities**

The Secretary will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as a voting member of the Council (on behalf of the Cabinet).
- Serve as a voting member of the Cabinet.
- Record and distribute the minutes of each meeting and distribute an agenda as directed by the President.
- Be responsible for maintaining membership records.
- Assist the President, Treasurer, and Senior SAVMA delegate in registering members annually with the American Veterinary Medical Association.
- Supply SAVMA and the American Veterinary Medical Association with senior membership applications and other information.
- Ensure that all candidates for Council positions and all members of affiliated clubs are members in good standing of the Chapter.





# SECRETARY-ELECT

## Position Description

### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Secretary-Elect. This Position Description applies to all activities conducted by the Secretary-Elect.

### **Position Qualifications**

The SAVMA Purdue member must be a 2<sup>nd</sup> semester student in good standing with the Chapter.

### **Appointment**

Refer to the *Elections SOP*.

### **Term**

The term for this position is two semesters: his/her 3<sup>rd</sup> and 4<sup>th</sup> semesters.

### **Responsibilities**

The Secretary-Elect will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as a voting member of the Cabinet.
- Work closely with the Secretary.
- Be responsible for completing Event Planning Forms.



### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Class Representatives. This Position Description applies to all activities conducted by the Class Representatives.

### **Position Qualifications**

The SAVMA Purdue member must be a student in good standing with the Chapter.

### **Appointment**

Appointment to position for Class Representatives will be as follows:

#### First Year Class Representative

- Nominations will be received by the President, on Monday and Tuesday of the eighth week of the fall semester.
- Election will be by the Chapter members of the first-year class, during the first general Chapter meeting following nominations.

#### Second Year Class Representative

- Elected in his/her 2<sup>nd</sup> semester.

#### Third Year Class Representative

- Elected in his/her 4<sup>th</sup> semester.

#### Fourth Year Class Representative

- Shall be the Immediate Past President.

### **Term**

The term for this position is one year.

### **Responsibilities**

The Class Representatives will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as an officer of the Chapter with full voting privileges on the Council.
- Represent his/her class at all Council meetings and attend all general Chapter meetings.
- Be a primary channel for communication between the Chapter and his/her respective class.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Fundraising Chair. This Position Description applies to all activities conducted by the Fundraising Chair.

**Position Qualifications**

The student must be a 1<sup>st</sup> or 3<sup>rd</sup> semester student in good standing with the Chapter.

**Appointment**

The Fundraising Chair will be elected in his/her 1<sup>st</sup> or 3<sup>rd</sup> semester.

**Term**

The term for the position of Fundraising Chair is either his/her 2<sup>nd</sup> and 3<sup>rd</sup> semesters, or 4<sup>th</sup> and 5<sup>th</sup> semesters, depending upon when they were elected. Members may serve 2 consecutive terms if elected in both semesters 2 and 4.

**Responsibilities**

The Fundraising Chair will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Hold at least one fundraiser each semester.
- Serve as an officer of the Chapter with full voting privileges on the Council.
- Work closely with Appointed Program Chairs and assist with planning and execution of events.



### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the IVMA Student Representatives. This Position Description applies to all activities conducted by the IVMA Student Representatives.

### **Position Qualifications**

Junior IVMA Student Representative candidates must be 1<sup>st</sup> semester students in good standing with the Chapter. The Senior IVMA Student Representative must continue to be in good standing with the Chapter.

### **Appointment**

The Junior IVMA Student Representative will be elected during their 1<sup>st</sup> semester at the last general Chapter meeting in the fall. The Junior IVMA Student Representative will succeed to the Senior IVMA Student Representative position at the start of their 4<sup>th</sup> semester.

### **Term**

The term for Junior IVMA Student Representative is from January 1<sup>st</sup> of their 2<sup>nd</sup> semester to January 1<sup>st</sup> of their 4<sup>th</sup> semester. The term for Senior IVMA Student Representative is from January 1<sup>st</sup> of their 4<sup>th</sup> semester to January 1<sup>st</sup> of their 6<sup>th</sup> semester.

### **Responsibilities**

The IVMA Student Representatives will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Act as a liaison between the Chapter and the IVMA.

In addition, the Senior IVMA Student Representative will perform the following duties:

- Serve as a member of the Council with full voting privileges.
- Utilize full voting privileges on the IVMA Board of Directors.

In addition, the Junior IVMA Student Representative will perform the following duties:

- Attend Council meetings, with no voting privileges.
- Attend meetings of the IVMA Board of Directors.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Documents and Revision Chair. This Position Description applies to all activities conducted by the Documents and Revision Chair.

**Position Qualifications**

The student must be a 2<sup>nd</sup> or 4<sup>th</sup> semester student in good standing with the Chapter.

**Appointment**

The Documents and Revision Chair will be elected in his/her 2<sup>nd</sup> or 4<sup>th</sup> semester.

**Term**

The term for the Documents and Revision Chair is either his/her 3<sup>rd</sup> and 4<sup>th</sup> semesters, or 5<sup>th</sup> and 6<sup>th</sup> semesters, depending upon when they were elected. Members may serve 2 consecutive terms if elected in both semesters 2 and 4.

**Responsibilities**

The Documents and Revision Chair will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as an officer of the Chapter with full voting privileges on the Council.
- Write and edit amendments to the Chapter Constitution and/or Policies and Procedures Manual that will be voted on according to *Miscellaneous SOP: Amendments*.
- Revise and write any other documents needed for the Chapter.



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## **WEBMASTER**

### **Position Description**

#### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Webmaster. This Position Description applies to all activities conducted by the Webmaster.

#### **Position Qualifications**

The student must be either a 1<sup>st</sup> or 3<sup>rd</sup> semester student in good standing with the Chapter.

#### **Appointment**

The Webmaster will be elected either his/her 1<sup>st</sup> or 3<sup>rd</sup> semester.

#### **Term**

The term for position of Webmaster is 2<sup>nd</sup> and 3<sup>rd</sup> semesters, or 4<sup>th</sup> and 5<sup>th</sup> semesters, depending upon when they were elected. Members may serve 2 consecutive terms if elected in both semesters 1 and 3.

#### **Responsibilities**

The Webmaster will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as an officer of the Chapter with no voting privileges on the Council.
- Maintain and create necessary pages of the Chapter Website.
- Attend general meetings which require assistance with communications equipment.

### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the PGSG Senators. This Position Description applies to all activities conducted by the PGSG Senators.

### **Position Qualifications**

The student must be a 2<sup>nd</sup> or 4<sup>th</sup> semester student in good standing with the Chapter.

### **Appointment**

The PGSG Senators will be elected in their 2<sup>nd</sup> or 4<sup>th</sup> semester.

### **Term**

The term for PGSG Senators is either their 3<sup>rd</sup> and 4<sup>th</sup> semesters, or 5<sup>th</sup> and 6<sup>th</sup> semesters, depending upon when they were elected. Members may serve 2 consecutive terms if elected in both semesters 2 and 4.

### **Responsibilities**

The PGSG Senators will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as officers of the Chapter and share one vote on the Council.
- Attend PGSG Senate meetings and PGSG Senate committee meetings as the veterinary student body liaison.



### **Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Wellness Representatives. This Position Description applies to all activities conducted by the Wellness Representatives.

### **Position Qualifications**

The students must be in good standing with the Chapter.

### **Appointment**

First Year Wellness Representatives (2)

- Two volunteers will become the First Year Wellness Representatives. If more than two individuals volunteer, a proper election will take place.

Second Year Wellness Representatives (2)

- Elected in their 3<sup>rd</sup> semester.

Third Year Wellness Representatives (2)

- Elected in their 5<sup>th</sup> semester.

Fourth Year Wellness Representatives (2)

- Two volunteers will become the Fourth Year Wellness Representatives. If more than two individuals volunteer, a proper election will take place.

### **Term**

The term for this position is one year.

### **Responsibilities**

The Wellness Representatives will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Participate in monthly Student Wellness Committee meetings.
- Observe and gather information from classmates and other peers input regarding issues that pose a challenge or sustain individual wellness and a supportive climate.
- Organize no less than one wellness event for the respective class or entire College per month.
- Keep prompt and consistent communication with other committee members between meetings as needed.





**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Dog Jog Chairs and Elects. This Position Description applies to all activities conducted by the Dog Jog Chairs and Elects.

**Position Qualifications**

The students must be in good standing with the Chapter.

**Appointment**

Refer to *Elections SOP: Appointed Chairs*.

**Term**

The term for Dog Jog Chair is one year. The term for Dog Jog Chair Elect is one year.

**Responsibilities**

The Dog Jog Chairs will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Gather sponsorships and donations to help fund and support Dog Jog.
- Collaborate with community leaders to assist with the Dog Jog event.
- Send emails and make phone calls to surrounding community to gain support for Dog Jog.

The Dog Jog Chair Elects will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Shadow the current Dog Jog Chairs
- Assist in communication and outreach to the community leaders and surrounding community to gain support for Dog Jog.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Thanksgiving Dinner Chairs and Elects. This Position Description applies to all activities conducted by the Thanksgiving Dinner Chairs and Elects.

**Position Qualifications**

The students must be in good standing with the Chapter.

**Appointment**

Refer to *Elections SOP: Appointed Chairs*.

**Term**

The term for Thanksgiving Dinner Chair is one year. The term for Thanksgiving Dinner Chair Elect is one year.

**Responsibilities**

The Thanksgiving Dinner Chairs will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Plan and organize the annual PVM Thanksgiving Dinner held in November, usually the Friday before Thanksgiving break, for faculty, interns/residents, veterinary and veterinary technology students.
- Write grants, budget, rent a banquet hall, select food, and providing entertainment for the Thanksgiving Dinner.
- Advertise and sell tickets in the weeks preceding the actual event.
- Plan a short entertainment session following dinner.

The Thanksgiving Dinner Chair Elects will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Shadow the current Thanksgiving Dinner Chairs.
- Assist in planning activities for the event.
- Assist in selling tickets in the weeks leading up to the Thanksgiving Dinner.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Open House Chairs and Elects. This Position Description applies to all activities conducted by the Open House Chairs and Elects.

**Position Qualifications**

The students must be in good standing with the Chapter.

**Appointment**

Refer to *Elections SOP: Appointed Chairs*.

**Term**

The term for Open House Chair is one year. The term for Open House Chair Elect is one year.

**Responsibilities**

The Open House Chairs will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Recruits Open House Committee members.
- Holds monthly Open House meetings.
- Planning and organization of all events and booths at Open House.

The Open House Chair Elects will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Shadows current Open House Chairs.
- Attends all Open House meetings.
- Takes notes during Open House meetings.
- Notes improvements to be made for the following year's Open House.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Activities Chairs and Elects. This Position Description applies to all activities conducted by the Activities Chairs and Elects.

**Position Qualifications**

The students must be in good standing with the Chapter.

**Appointment**

Refer to *Elections SOP: Appointed Chairs*.

**Term**

The term for Activities Chair is one year. The term for Activities Chair Elect is one year.

**Responsibilities**

The Activities Chairs will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Planning and organizing annual PVM Formal.
- Delegating tasks to Activities Chair Elects to assist with event center, music, décor, and catering for annual PVM Formal.
- Coordinating Lynn Hall social gatherings called TGIF events.

The Activities Chair Elects will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Shadow current Activities Chairs.
- Assist in planning for annual PVM Formal as assigned by current Activities Chairs.
- Assist in planning of TGIF events.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the Blood Drive Chair and Elect. This Position Description applies to all activities conducted by the Blood Drive Chair and Elect.

**Position Qualifications**

The students must be in good standing with the Chapter.

**Appointment**

Refer to *Elections SOP: Appointed Chairs*.

**Term**

The term for Blood Drive Chair is one year. The term for Blood Drive Chair Elect is one year.

**Responsibilities**

The Blood Drive Chair will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Planning and organizing one Blood Drive event per semester.
- Advertising the Blood Drive event around Lynn Hall.

The Blood Drive Chair Elect will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Shadow the current Blood Drive Chair.
- Assist in planning the Blood Drive events for each semester.
- Assist in advertising the events through Lynn Hall.



**Purpose/Scope**

The purpose of this Position Description is to describe the requirements and responsibilities of the SAVMA Purdue Faculty Representatives. This Position Description applies to all activities conducted by the Faculty Representatives.

**Position Qualifications**

The Faculty Representatives must be in good standing with the American Veterinary Medical Association and be members of the Purdue University College of Veterinary Medicine Faculty.

**Appointment**

One Faculty Representative shall be selected every fourth year to serve in this capacity for four academic 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.

**Term**

The term for the position of Faculty Representative is four years, however, this may be extended into multiple four-year terms by vote of the Council with consent of the faculty member involved.

**Responsibilities**

The Faculty Representatives will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as an advisor to the Chapter as a whole.
- Be a member of the Chapter Cabinet.
- Attend or be represented at all meetings of the Cabinet, Council, and the Chapter.



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## AFFILIATE ORGANIZATIONS

### Description

#### **New Affiliate Organization Application**

Any organizations consisting of Purdue College of Veterinary Medicine students interested in a specific area of Veterinary Medicine shall apply for status as an affiliate group of the Chapter by a written request and oral presentation to the Council and Chapter at least one month before final action is taken. A two-thirds majority vote, of both Council and a quorum of full members present at a Chapter meeting, shall be required for approval.

#### **Criteria**

The following criteria shall be met for admission as an affiliate group of the Chapter:

- The affiliate organization shall have met all requirements of the College's Office of Student Services by meeting with the Assistant Dean for Student Affairs.
- The affiliate organization shall submit one month prior to the Council meeting a written Constitution or Bylaws that clearly delineates its subordinate status to the Chapter and requires that its members be in good standing in the Chapter.
- The affiliate organization will prepare a presentation for the Council, including the mission statement, benefits for members, and benefits for Purdue Veterinary Medicine. This may also include funding, finances, and a meeting schedule for the first semester.
- After the new constitution has been review by the Council, the Council will vote. With a majority vote, the new affiliate organization will pass and fall under the umbrella of SAVMA Purdue.
- The affiliate organization shall be recognized and in good standing with Purdue's Student Activities and Organizations (SAO) Office prior to seeking recognition as an affiliate organization. The affiliate organization must refer to the SAO Handbook for requirements by Purdue University.
- Voting members of the affiliate organization shall elect their President/Chairperson, Secretary, and Treasurer by the first full semester after approval by the Chapter members.

#### **Responsibilities**

The President/Chairperson of the affiliate organization shall serve as a member of the Council with full voting privileges.



### **Affiliate Organization Meeting Policy**

All affiliate organizations must comply with the following criteria set for semester meetings:

- Must conduct at least two organization meetings a semester.
- All affiliate organizations are limited to 4 lunch meetings per semester.
- Wet labs held on weekends do not count towards the 4-meeting limit.
- Organization meetings that are held weekly on a come-and-go basis, which have no restrictions on other meetings happening concurrently and are flexible in their location, do not count against the organization's allotment of meetings.
- There are no restriction on dinner meetings, or joint meetings between affiliate organizations.

### **SAVMA Joint Meeting Policy**

- SAVMA can have a maximum of 4 joint meetings per semester with clubs and companies.
  - There will be two deadlines per semester for joint meeting requests. These will be determined at the start of each semester by the SAVMA President.
  - Clubs and companies can only have one joint meeting per academic year with SAVMA (unless otherwise approved by the Cabinet).
  - SAVMA President can decide to staff the joint meeting with either the current officer or officer-elect from each cabinet position or have the full cabinet attend.
- If a club is interested in holding a joint meeting with SAVMA the club must:
  - Email the SAVMA President with the following:
    - Date & Time
    - Location
    - Proposed speaker & fees
    - Proposed food budget with at least 2 options for food (may include the SAVMA funding contribution)
    - Description of how the joint meeting will be beneficial to the student body
  - Approval of joint meetings will be discussed among the Cabinet, and the final decision and notification will be made by the SAVMA President.
- Paying for food and/or speaker costs will be determined on the percentage of membership of the involved clubs (based on survey results).
  - The involved club will pay for its members and SAVMA will pay the difference.
  - All hotel reservations, food orders, and other expenses must be reserved under the name of the current SAVMA President for reimbursement purposes.
- Post approval of a joint meeting, SAVMA and the joining club will split duties as follows:
  - SAVMA duties
    - SAVMA Secretary will complete the Event Planning Form





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## AFFILIATE ORGANIZATIONS

### Description

- This includes subsidiary events outside of the SAVMA joint meeting with the same speaker
  - Send survey to get headcount
  - Transfer appropriate amount of funds to joining club for food and/or speaker costs
  - Cabinet members will help with set up and clean up
- Joining Club duties
  - Submit room request instructions
  - Coordinate speaker details, travel, and costs
  - Order food
  - Help with set up and clean up



**Scheduling**

Meetings shall be scheduled at the discretion of the President with approval of the Council.

**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.

- Call to order
- Agenda
- Reading and approval of the minutes
- Officer reports
- Reports of affiliated and other organizations
- Old business
- New business
- Adjournment

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

**Members**

Members of the Council, herein referred to as Council Members, include all Club Presidents, SAVMA non-Cabinet Executive Board Members, SAVMA Secretary, and Industry Representatives. These Council Members each have a vote in Council Meeting business transactions. The SAVMA President is only allowed a vote if it will change the outcome.

**Quorum**

A quorum for the Council shall constitute 75% or more of the voting members of the Council.



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**GENERAL MEMBERSHIP MEETINGS**

**Description**

### **Frequency**

At least three 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, where Council members shall give their yearly reports, and any items needing a vote by the student body shall be addressed at this time.

### **Meetings**

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

The President-Elect shall decide the time, location, and frequency of regular meetings for the following semester.

Special meetings may be called at any time by the President with the approval of the Council. Special meetings shall be well advertised at least 24 hours in advance.

### **Quorum**

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



**General**

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

Only Chapter members in good standing shall be privileged to vote.

**Fall Elections**

- The Student AVMA Junior Delegate and Junior IVMA Student Representative will be elected during their 1<sup>st</sup> semester during the last general Chapter meeting in the fall.
- First Year Class Representative
  - Nominations for the First Year Class Representative will be received by the President, Monday and Tuesday of the eighth week of fall semester.
  - The First Year Class Representative will be elected by the Chapter members of the first-year class, during the first general Chapter meeting, following nominations.
- First and Third Semester
  - The Webmaster and Fundraising Chair shall be elected as a 1<sup>st</sup> or 3<sup>rd</sup> semester student.

**Spring Elections**

Second Semester Elections

- The President-Elect, Treasurer-Elect, and Secretary-Elect shall be elected as 2<sup>nd</sup> semester students.
- A vote of confidence will be held in their 4<sup>th</sup> semester to allow them to serve as the President, Treasurer, and Secretary, respectively.
- If the vote of confidence does not pass, then a general election shall be held to elect a 4<sup>th</sup> semester student to serve as President, Treasurer, and Secretary.

Second and Fourth Semester Elections

- The Documents and Revision Chair, PGSG Senators, and Appointed Program Chairs shall be elected as either 2<sup>nd</sup> semester or 4<sup>th</sup> semester students.
- A student elected as a 2<sup>nd</sup> semester student may also be elected during their 4<sup>th</sup> semester, so long as they continue to be in good standings.
- Second and Third Year Class Representatives shall be elected in their 2<sup>nd</sup> and 4<sup>th</sup> semester, respectively.



**Criteria for Proper Election**

The Election shall be held no later than seven days after the last general Chapter meeting of the semester:

- Elections and candidates shall be publicized.
- Class Representatives shall obtain nominations over a two-week period.
- 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/she is running.
- One person shall not hold more than one of the Council Officer Positions. If a position remains unfilled after an election, a Council Officer may dually hold the unfilled Officer position with only one vote on the Council.
- Each candidate shall be reviewed by the Secretary to ensure their eligibility and to confirm they are in good standing with the Chapter.
- Voting shall be by secret ballot.
- Staff of the Student Services Office and Faculty Advisors shall act as impartial officials.

**Ballots/Results**

- Ballots shall be counted by the staff of the Student Services Office in the College of Veterinary Medicine and/or the Chapter faculty advisors.
  - This may vary if the voting is done electronically through a secure registration of voters on the Chapter website.
  - If this is the case, the results must be verified by the Student Services Office staff and the Chapter advisors by checking the results on the Chapter website.
- The Chapter 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.
- After confirmation of election results by the Chapter Cabinet, the President shall inform the successful candidates that evening, and the Class Representatives shall announce the results to their classes the following day.
- 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 Chapter President before termination of their term in writing via e-mail.



**Special Elections**

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

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

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

- The general membership shall be notified of the vacancy.
- The Cabinet shall meet at its earliest convenience, not to exceed five business days from the date in which the general membership was notified.
- At this meeting, the Cabinet will determine the cohort of students who will be eligible to run for the vacant position.
- Candidates for the vacant position must be nominated by a fellow student, and the nomination must be seconded.
- The Secretary will confirm that all candidates are in good standing with the Chapter.
- Should the number of qualified candidates exceed seven, the Cabinet shall investigate the suitability for the position of each candidate to determine their eligibility. A defined ballot will be released to the membership for its consideration.
- Voting by the membership shall be by secret ballot.
- Staff of the Student Services Office and Faculty Advisors shall act as impartial officials.
- Ballots shall be counted as described for general elections.
- Staff of the Student Services Office will inform the Cabinet of the results of the election, and the President will inform the general membership of the results.

**Dues**

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

**Amendments**

The Bylaws may be amended by written resolution presented to the Cabinet, and then voted upon by the Cabinet. Following approval by the Cabinet, it shall be presented to and voted on by the Council at least one month prior to final action. A majority vote of quorums of both the Cabinet and Council shall be required for adoption.

Bylaw amendments must be approved by SAVMA and the AVMA.

The Policies and Procedures Manual may be amended by written resolution presented to the Cabinet, and then voted upon by the Cabinet. A majority vote of quorum of the Cabinet shall be required for adoption.

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