

**UNIVERSITY OF WISCONSIN-MADISON  
STUDENT CHAPTER OF THE  
AMERICAN VETERINARY MEDICAL ASSOCIATION**

**BYLAWS**

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**January 2011**

**Article 1      Name and Purpose**

**Section 1.01    Name**

The name of this organization shall be the University of Wisconsin-Madison Student Chapter of the American Veterinary Medical Association (hereinafter referred to as “SCAVMA”), a Wisconsin not-for-profit organization.

**Section 1.02    Purpose**

The objectives of SCAVMA shall be:

- To advance veterinary medicine;
- To prepare its members to meet the social, moral, and ethical obligations of the profession;
- To represent the University of Wisconsin-Madison (“UW-Madison”) School of Veterinary Medicine (“SVM”) and its students at national conventions;
- To make an affiliation with the American Veterinary Medical Association (“AVMA”) available to its members;
- To enhance leadership characteristic in its members through organization as student body; and
- To promote camaraderie among veterinary medical students.

**Article 2      Governance**

**Section 2.01    Offices**

SCAVMA shall have and continuously maintain an office in the State of Wisconsin at the UW-Madison SVM.

**Section 2.02    Relations with the AVMA**

SCAVMA shall operate as a student chapter under a charter granted by the American Veterinary Medical Association.

**Section 2.03    Executive Board**

There shall be a business body of SCAVMA known as the “Executive Board” responsible for governance of the chapter. Membership and specific responsibilities of the Executive Board is described in subsequent articles and sections of these Bylaws.

#### **Section 2.04 Self-Governance**

SCAVMA and its Executive Board shall be self-governing in all matters not in conflict with the provisions of these Bylaws. In cases where the Bylaws or other governing documents are not explicit, SCAVMA and its Executive Board shall employ Robert's Rules of Order as a default source of authority.

### **Article 3      Membership**

#### **Section 3.01 Member Qualifications**

Membership may be granted to any individual who (i) is enrolled in the UW-Madison SVM professional degree program leading to the Doctor of Veterinary Medicine ("DVM") degree, (ii) shares interest in and supports the purposes of SCAVMA; and (iii) abides by these Bylaws and other policies, rules, and regulations SCAVMA may adopt.

As described in the UW-Madison SVM's academic standards, any individual enrolled in an approved combined degree program, approved by the Educational Policy Committee ("EPC") for a leave of absence to pursue other scholarly endeavors (e.g. research experience), or granted an exception by the EPC to enroll on a part-time basis or to repeat a portion of a year remains qualified for SCAVMA membership.

Membership may not be restricted on the basis of age, color, disability, sex, sexual orientation, heritage, ancestry, national origin, creed, ethnicity, race, religion, pregnancy status, marital status, parental status, or veteran status.

#### **Section 3.02 Membership Application**

All veterinary students are encouraged to become a SCAVMA member. Each applicant shall apply for membership as directed by the Student American Veterinary Medical Association ("SAVMA" or "Student AVMA"). Applicants must apply in their first year and reapply each subsequent year as directed by SAVMA and/or SCAVMA.

#### **Section 3.03 Membership Requirements**

Any individual that meets the aforementioned membership qualifications (shall be considered a member in good standing as long as that individual:

- (i) Pays membership fees as directed by the SAVMA Delegates for the current year of the veterinary curriculum (unless this fee is paid by SCAVMA as described in Section 3.05 Membership Benefits);
- (ii) Attends two or more SCAVMA general meetings for the current year of the veterinary curriculum with the exception of the fourth year of the veterinary curriculum; and
- (iii) Is considered a member in good standing at the end of his or her third year of the veterinary curriculum. That is, a fourth year veterinary student shall be automatically considered a member in good standing for his or her fourth year so long as he or she was a member in good standing at the end of his or her third year of the veterinary curriculum and also meets all other membership requirements.

### **Section 3.04 Failure to Meet Membership Requirements**

Any student who fails to meet the aforementioned membership requirements shall be placed on an inactive student list and shall not receive membership benefits.

If any student on the inactive student list desires to reinstate his or her membership, he or she must meet the following requirements based on current year of the veterinary curriculum:

- (i) A first year student on the inactive student list must pay membership fees for the current academic year, attend two (2) SCAVMA general meetings in the first year, and earn two (2) SCAVMA points in the first year. If no SCAVMA general meetings or SCAVMA point opportunities are available within the current year, the SCAVMA President shall determine alternative requirements.
- (ii) A second year student on the inactive student list must pay membership fees for that year and the first year if not paid in the first year, attend two (2) SCAVMA general meetings in the second year, and earn two (2) SCAVMA points in the second year. If membership requirements were not met in the first year, the student must attend two (2) additional SCAVMA general meetings and earn two (2) additional SCAVMA points. If no SCAVMA general meetings or SCAVMA point opportunities are available within the current year, the SCAVMA President shall determine alternative requirements.
- (iii) A third year student on the inactive student list must pay membership fees for that year and any other years if not paid in the first and/or second years, attend two (2) SCAVMA general meetings in the third year, and earn two (2) SCAVMA points in the third year. If membership requirements were not met in the first year and/or second year, the student must attend two (2) additional SCAVMA general meetings and earn two (2) additional SCAVMA points. If no SCAVMA general meetings or SCAVMA point opportunities are available within the current year, the SCAVMA President shall determine alternative requirements.
- (iv) A fourth year student on the inactive student list must pay membership fees for that year and any other years if not paid in the first, second, and/or third years, attend one (1) SCAVMA general meetings in the fourth year, and earn one (1) SCAVMA point in the fourth year. If no SCAVMA general meetings or SCAVMA point opportunities are available within the current year, the SCAVMA President shall determine alternative requirements.

### **Section 3.05 Membership Benefits**

SCAVMA members shall receive the following benefits:

- (i) Unlimited participation in SCAVMA-sponsored events
- (ii) Unlimited participation in club activities;
- (iii) Annual Individual Education Funds (upon attainment of SCAVMA Points and other requirements)
- (iv) Free membership during the fourth year of the curriculum given all SCAVMA membership requirements were met in the first, second, and third years of the veterinary curriculum
- (v) Equal voting rights at SCAVMA general meeting

- (vi) Eligibility for SCAVMA and SAVMA-sponsored scholarships and leadership positions

### **Section 3.06 Termination of Membership**

If the Executive Board determines a student's membership should be permanently terminated, the issue must be thoroughly discussed at a scheduled or special Executive Board meeting. The student must be invited to this meeting and may or may not be present to defend himself or herself as he or she decides. Termination of membership requires a quorum and a two-third (2/3) vote of the Executive Board membership in attendance.

### **Section 3.07 Honorary Membership**

The Executive Board may elect honorary Members.

## **Article 4      General Membership Meetings**

### **Section 4.01 Notification of General Meetings**

Notice of any regular or special general meeting shall state the date, time, location, and purpose of the meeting.

Notice of regular monthly general meetings shall be delivered not more than sixty (60) and not less than five (5) days prior to the date of such meeting.

Notice of special general meetings shall be delivered not more than sixty (60) and not less than twenty-four (24) hours prior to the date of such meeting.

### **Section 4.02 Quorum for Business**

Twenty-five percent (25%) of the SCAVMA membership shall constitute a quorum for the transaction of business.

### **Section 4.03 Manner of Acting**

The act of a two-thirds (2/3) majority or more of the SCAVMA members present at a duly called meeting at which a quorum is present shall be the act of the members unless the act of a greater number is required elsewhere in these Bylaws. These votes shall be oral. If a majority is not obvious, then the president will conduct a written vote and ballots will be counted.

### **Section 4.04 Regular Monthly General Meetings**

SCAVMA shall convene at least monthly during the collegiate year with the exception of the months during which final exams are conducted. Typically, this implies a meeting during September, October, November, January, February, March, April.

At the beginning of each semester, the President shall determine the date and location for that semester's general meetings. The Executive Board shall have the right to reject these dates and request a vote of the Executive Board to determine an alternative dates.

#### **Section 4.05 Special General Meetings**

Special general meetings may be called at any time by the President. The Executive Board shall have the right to reject the proposed meeting.

#### **Section 4.06 General Meeting Order of Business**

The President shall conduct general meetings as follows:

- (i) Call to order
- (ii) Reading of the minutes (optional)
- (iii) Officer reports
- (iv) Committee reports
- (v) Old business
- (vi) New business
- (vii) Nominations and/or elections of officers
- (viii) Appointments
- (ix) Special program
- (x) Club/event announcements
- (xi) Adjournment

The President may modify the order of business as he or she deems appropriate. The Executive Board shall have the right to reject this order of business and request a vote of the Executive Board to determine modifications to the order of business.

### **Article 5      Executive Board**

#### **Section 5.01 Composition of the Executive Board**

The Executive Board shall be composed of the following members:

- President
- Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- President-Elect
- Vice-President-Elect
- Recording Secretary-Elect
- Corresponding Secretary-Elect
- Treasurer-Elect
- Social Chair
- Social Chair-Elect
- Class Representatives (four as defined in Section 7.01 Class Representatives)
- SAVMA Delegates (two as defined in Section 7.02 National SAVMA Delegates)
- WVMA Delegates (two as defined in Section 7.03 Wisconsin Veterinary Medical Association Delegates)

- IVSA Representative (as defined in Section 7.04 International Veterinary Students' Association Representatives~~International Veterinary Students' Association Representatives~~)
- President of each recognized Special Interest Group (as specified in ATTACHMENT 3 – RECOGNIZED SPECIAL INTEREST GROUPS)

The president of each SIG may delegate his or her voting privileges at an Executive Board meeting to another elected officer of that SIG.

One person may not represent more than two SIG at an Executive Board meeting.

### **Section 5.02 Responsibilities of the Executive Board**

The Executive board shall:

- Serve as the administrative body of SCAVMA by carrying out the provisions of these Bylaws;
- Function as the governing board of the Veterinary Medical Supply Service (“VMSS”) and the Pet Food Store (“PFS”);
- Approve requests for funding by SCAVMA members and Special Interest Group;
- Approve the annual fiscal budget prior to presentation at a general meeting as described in Section 11.01 Fiscal Year Budgeting;
- Review and approve amendments to these Bylaws as described in Article 15 Amendments; and
- Have equal voting privileges with the exception of the President who shall only vote in the situation of a tie.

### **Section 5.03 Executive Board Meetings**

#### **(i) Notifications of Executive Board Meetings**

Notice of any regular or special meeting of the Executive Board shall state the date, time, location, and purpose of the meeting. Notice of **regular** Executive Board meetings shall be delivered not more than sixty (60) and not less than five (5) days prior to the date of such meeting. Notice of **special** Executive Board meetings shall be delivered not more than sixty (60) and not less than twenty-four (24) hours prior to the date of such meeting.

#### **(ii) Quorum for Business**

Two-thirds (2/3) of the Executive Board shall constitute a quorum for the transaction of business.

#### **(iii) Manner of Acting**

The act of a two-thirds (2/3) or more of the Executive Board members present at a duly called meeting at which a quorum is present shall be the act of the Executive

Board unless the act of a greater number is required elsewhere in these Bylaws. These votes shall be visual through raising voting cards.

(iv) Order of Business

The President shall determine the order of business as he or she deems appropriate. The Executive Board shall have the right to reject this order of business and request a vote of the Executive Board to determine modifications to the order of business.

(v) Regular Executive Board Meetings

The Executive Board shall convene at least monthly during the collegiate year with the exception of the months during which final exams are conducted. This meeting shall be at least one day prior to each regular monthly general meeting.

At the beginning of each semester, the President shall determine the date and location for that semester's Executive Board meetings. The Executive Board shall have the right to reject these dates and request a vote of the Executive Board to determine alternative dates.

(vi) Special Executive Board Meetings

Special Executive Board meetings may be called at any time by the President. The Executive Board shall have the right to reject the proposed meeting.

**Article 6**      **Officers of the Executive Board**

**Section 6.01**    **Composition of the Officers of the Executive Board**

The officer team shall be composed of ten (10) members as follows:

- President
- Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- President-Elect
- Vice-President-Elect
- Recording Secretary-Elect
- Corresponding Secretary-Elect
- Treasurer-Elect

**Section 6.02**    **Election and Term of Officers of the Executive Board**

Officers shall be elected as outlined in Section 8.02 Selection of Students for Elected SCAVMA Positions and shall serve the term outlined in Section 8.03 Terms of Office for Elected SCAVMA Positions

### **Section 6.03 Duties of the Officers of the Executive Board**

The officers of the Executive Board shall have immediate responsibility of SCAVMA operations, including management of the Veterinary Medical Student Supply and the Pet Food Store.

### **Section 6.04 Specific Duties of the President**

The President shall be the chief executive officer of SCAVMA and must:

- (i) Preside at all SCAVMA general meetings, executive board meetings, and officer team meetings;
- (ii) Serve on the Executive Board;
- (iii) Be a voting ex officio member of all committees;
- (iv) Appoint members to all regular and special committees and promptly fill vacancies in committee membership;
- (v) Explain these SCAVMA by laws, supporting processes, and objectives to the first year veterinary class at the beginning of each fall semester;
- (vi) With the Treasurer, act as purchasing agent for SCAVMA;
- (vii) Delegate additional responsibilities among the officers and other executive board members;
- (viii) Train and mentor the President-Elect; and
- (ix) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as President.

### **Section 6.05 Specific Duties of the Vice President**

The Vice President must:

- (i) Schedule speakers, plan activities, and arrange refreshments for general meetings;
- (ii) Preside at all SCAVMA general meetings, executive board meetings, and officer team meetings in the absence of the President;
- (iii) Maintain the SCAVMA displays, including bulletin boards and paper calendars, in common spaces;
- (iv) Serve on the Executive Board;
- (v) Perform other duties as assigned by the President;
- (vi) Train and mentor the Vice President-Elect; and
- (vii) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Vice President. This report must include a summary and evaluation of the programs presented at general meetings with the goal of improving future presentations.

### **Section 6.06 Specific Duties of the Recording Secretary**

The Recording Secretary must:

- (i) Serve on the Executive Board;
- (ii) Serve as recording secretary at executive board meetings;
- (iii) Record and prepare minutes of each general and executive board meeting for SCAVMA's internet website;

- (iv) Determine members in attendance at general and executive board meetings and make these records available to all SCAVMA members on website;
- (v) Maintain and update class lists at the start of each new school year (in the fall semester) for attendance purposes;
- (vi) Collect membership and attendance records each semester from club officers and assemble this membership data for use by the Treasurer and President and for other official requests;
- (vii) Collect event volunteer lists from club presidents in order to maintain a record of SCAVMA points earned by each member and make these records available to all SCAVMA members on website;
- (viii) Maintain master electronic copies of SCAVMA forms (including forms for Individual Education Funds, Club Education Funds, etc.) and ensure common spaces are stocked with paper copies of these forms at all times;
- (ix) Serve as recording secretary to the Budget Committee;
- (x) Perform other duties as assigned by the President;
- (xi) Train and mentor the Recording Secretary-Elect; and
- (xii) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Recording Secretary.

#### **Section 6.07 Specific Duties of the Corresponding Secretary**

The Corresponding Secretary must:

- (i) Serve as primary communication coordination for SCAVMA;
- (ii) Serve on the Executive Board;
- (iii) Publish all notices for SCAVMA (including but not limited to general meetings, executive meetings, special meetings, etc.) in order to apprise members of chapter activities;
- (iv) Post and update meeting schedules (including but not limited to Special Interest Groups, company representatives, SCAVMA, etc. on SCAVMA's online calendar;
- (v) Manage SCAVMA's email account by monitoring it on a regular basis and responding to emails as necessary;
- (vi) Collect, maintain, and update a record of all Special Interest Group officers, which include Presidents, Vice President, Treasures, Secretaries, etc., as well as all Student Company Representatives and publish these roles on the SCAVMA website;
- (vii) Promptly supply the representatives of the AVMA with information upon request;
- (viii)
- (ix) Perform other duties as assigned by the President;
- (x) Train and mentor the Corresponding Secretary-Elect; and
- (xi) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Corresponding Secretary.

#### **Section 6.08 Specific Duties of the Treasurer**

The Treasurer must:

- (i) Serve as sole custodian of the cash resources of the SCAVMA keeping careful account of this money and making such disbursements as directed by the Executive Board;
- (ii) With the President, act as purchasing agent for SCAVMA;
- (iii) Serve on the Executive Board;
- (iv) Chair the Budget Committee with the outcome of preparing a budget for each school year and guiding that proposed budget through the approval process
- (v) Be prepared to report expenditures and income and progress against the current budget upon request at each general and executive meeting;
- (vi) Ensure accurate balancing of all accounts at the completion of the spring semester in order to transition these accounts to the incoming Treasurer
- (vii) File all necessary reports including but not limited to monthly sales tax and annual income taxes;
- (viii) Perform other duties as assigned by the President;
- (ix) Train and mentor the Treasurer-Elect; and
- (x) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Treasurer.

#### **Section 6.09 Specific Duties of the President-Elect**

The President-Elect must:

- (i) Assist the President in carrying out his or her responsibilities and train under the President to assume his or her responsibilities at term's end;
- (ii) Serve on the Executive Board;
- (iii) Be a member of the Budget committee;
- (iv) Organize and execute the pharmaceutical and nutraceutical fair
- (v) Obtain, aggregate, and analyze constitutions from the presidents of each Special Interest Group and ensure each SIG meets all requirement of University of Wisconsin's Center for Leadership and Involvement ("CfLI");
- (vi) Perform other duties as assigned by the President; and
- (vii) Automatically assume the position of President at the termination of the incumbent President's term of office.

#### **Section 6.10 Specific Duties of the Vice President-Elect**

The Vice President-Elect must:

- (i) Assist the Vice President in carrying out his or her responsibilities and train under the Vice President to assume his or her responsibilities at term's end;
- (ii) Serve on the Executive Board;
- (iii) Be a member of the Program committee;
- (iv) Be a member of the Budget committee;
- (v) Perform other duties as assigned by the President; and
- (vi) Automatically assume the position of Vice-President at the termination of the incumbent Vice President's term of office.

### **Section 6.11 Specific Duties of the Recording Secretary-Elect**

The Recording Secretary-Elect must:

- (i) Assist the Recording Secretary in carrying out his or her responsibilities and train under the Recording Secretary to assume his or her responsibilities at term's end;
- (ii) In the Recording Secretary's absence at a general or executive board meeting, determine member's in attendance and record minutes;
- (iii) Serve on the Executive Board;
- (iv) Perform other duties as assigned by the President; and
- (v) Automatically assume the position of Recording Secretary at the termination of the incumbent Recording Secretary's term of office.

### **Section 6.12 Specific Duties of the Corresponding Secretary-Elect**

The Corresponding Secretary-Elect must:

- (i) Assist the Corresponding Secretary in carrying out his or her responsibilities and train under the Corresponding Secretary to assume his or her responsibilities at term's end;
- (ii) In the Corresponding Secretary's absence, publish SCAVMA notices, post and update meeting schedules, and administer SCAVMA's email account as immediately necessary;
- (iii) Update electronic monitor in school lobby as needed on a regular basis;
- (iv) Serve on the Executive Board;
- (v) Perform other duties as assigned by the President; and
- (vi) Automatically assume the position of Corresponding Secretary at the termination of the incumbent Corresponding Secretary's term of office.

### **Section 6.13 Specific Duties of the Treasurer-Elect**

The Treasurer-Elect must:

- (i) Assist the Treasurer in carrying out his or her responsibilities and train under the Treasurer to assume his or her responsibilities at term's end;
- (ii) Serve on the Executive Board;
- (iii) Be a member of the Budget committee;
- (iv) Obtain, aggregate, and analyze budget reports from the treasurers of each Special Interest Group;
- (v) Perform other duties as assigned by the President; and
- (vi) Automatically assume the position of Treasurer at the termination of the incumbent Treasurer's term of office.

## **Article 7 Other Elected Positions**

### **Section 7.01 Class Representatives**

Each class shall elect a class representative as described in Article 8 [Elections and Terms for Specific SCAVMA Positions](#)~~Elections and Terms for Specific SCAVMA Positions~~. Each class representative shall:

- (i) Represent the wishes of his or her respective class through membership on the Executive Board;
- (ii) Conduct general business of his or her respective class;
- (iii) Serve as spokesperson for his or her respective class;
- (iv) Serve on the Executive Board;
- (v) Be the correspondence between the Faculty Student Liaison Committee Student Representative and advise SCAVMA of the selected nomination for the Teaching Excellence Award for the UW-SVM;
- (vi) Advise respective classes of pertinent activities and decisions of the Executive Board;
- (vii) Advise the Treasurer regarding allocation of his or her respective class funds; and
- (viii) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Class Representative.

### **Section 7.02 National SAVMA Delegates**

Each year, SCAVMA members shall elect a national Student American Veterinary Medical Association (“SAVMA”) delegate as described in Article 8 ~~Elections and Terms for Specific SCAVMA Positions~~Elections and Terms for Specific SAVMA Positions. Therefore, at most times three SAVMA Delegates shall be in service: SAVMA Delegate-Elect, Junior SAVMA Delegate, and Senior SAVMA Delegate. All three delegates shall participate in SCAVMA business but only receive two (2) votes at Executive Board meetings; these two votes shall be from any combination of the three SAVMA Delegates.

The SAVMA Delegates shall:

- (i) Participate at national SAVMA and AVMA meetings;
- (ii) Act as a liaison between SCAVMA and SAVMA;
- (iii) Organize a membership drive for student membership in the AVMA;
- (iv) Facilitate collection and tracking of dues paid by each SCAVMA member and distribute membership cards;
- (v) Maintain a list of all students who have paid SCAVMA dues;
- (vi) Present a report of SAVMA activities and opportunities at each regular monthly general meeting;
- (vii) Collect nominations for the SAVMA Teaching Excellence Award (responsibility of the Junior SAVMA Delegate) at the national level;
- (viii) Serve on the Executive Board (two votes);
- (ix) Be a member of the budget committee;
- (x) Chair the SAVMA Symposium Committee and file all necessary paper work to obtain travel funds from the Associated Students of Madison (“ASM”);
- (xi) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as SAVMA Delegate.

### **Section 7.03 Wisconsin Veterinary Medical Association Delegates**

Delegates of the Wisconsin Veterinary Medical Association (“WVMA”) shall be selected as described in Article 8 ~~Elections and Terms for Specific SCAVMA Positions~~Elections and Terms for Specific SAVMA Positions.

The WVMA Delegates shall:

- (i) Represent the student body at WVMA meetings;
- (ii) Act as a liaison between SCAVMA and the WVMA;
- (iii) Organize a membership drive for student membership in the WVMA;
- (iv) Present a report of WVMA activities and opportunities at each regular monthly general meeting;
- (v) Serve on the Executive Board;
- (vi) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as WVMA Delegate.

#### **Section 7.04 International Veterinary Students' Association Representatives**

Each year, SCAVMA members shall elect an International Veterinary Students' Association ("IVSA") Representative as described in Article 8 ~~Elections and Terms for Specific SCAVMA Positions~~Elections and Terms for Specific SCAVMA Positions. Therefore, two IVSA Representatives shall be in service at all times: Junior IVSA Representative and Senior IVSA Representative. The Senior IVSA Representative shall train the Junior IVSA Representative.

Provided the Senior IVSA Representative adequately fulfills his or her responsibilities as deemed by the Executive Board, he or she shall be entitled to travel funds to participate in the IVSA Symposium during his or her second year of service. If the Senior IVSA Representative is unable to attend the symposium, the Junior IVSA Representative, provided he or she has adequately fulfilled his or her responsibilities, shall utilize these funds to attend the symposium. In either circumstance, both IVSA Delegates are encouraged to attend the symposium.

The IVSA Representatives shall:

- (i) Promote opportunities for international exchanges at the SVM;
- (ii) Assist SCAVMA members who are interested in international veterinary exchanges identify opportunities and complete applications;
- (iii) Represent the SVM and SCAVMA at IVSA meetings;
- (iv) Act as a liaison between SCAVMA and the IVSA;
- (v) Update the IVSA section of the SCAVMA bulletin board;
- (vi) Present a report of IVSA activities and opportunities at each regular monthly general meeting;
- (vii) Assist and support foreign veterinary students visiting the area (e.g. serve as a campus guide, help them find housing, etc.);
- (viii) Interact with the WVMA, other local veterinary medical associations, and directly with veterinary medical professionals to educate about the IVSA;
- (ix) Identify veterinarians interested in hosting foreign students, provide them with the Veterinary Participation Form, and ensure the form is completed and returned to the SAVMA International Exchange Officer;
- (x) Serve on the Executive Board; and
- (xi) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as IVSA Delegate.

**Article 8      Elections and Terms for Specific SCAVMA Positions**

**Section 8.01    Candidacy for any SCAVMA Position**

To be a candidate for any SCAVMA position, each student must be a SCAVMA member and be in good standing according to the guidelines established by the Office of Academic Affairs.

**Section 8.02    Selection of Students for Elected SCAVMA Positions**

(i)    Nominations

Nominations shall be opened at least two weeks prior to the scheduled election date and shall remain open for at least one week prior to the scheduled election date. At least two candidates should be nominated for each position.

(ii)    Elections

Unless the position is uncontested, all positions shall be elected by written or electronic ballot. Only SCAVMA members may vote in elections. Elections shall follow the schedule described in the following section.

(iii)    Manner of Acting

The act of a majority or more of the SCAVMA members voting in the election shall be the act of the members.

(iv)    Supervision of Elections

As described in ~~Section 10.06~~[Section 11.06](#) Auditing Committee, a standing committee shall supervise conduct during the elections and shall audit the results of the elections.

**Section 8.03    Terms of Office for Elected SCAVMA Positions**

<b>Position</b>	<b>Semester of Election</b>	<b>Year of Eligibility</b>	<b>Term of Service</b>
President-Elect Vice President-Elect Recording Secretary – Elect Corresponding Secretary-Elect Treasurer-Elect	Spring	Must be a first year at time of election  Primary service during second year	May – May (one year)  Assume office May 1 immediately after election – serve until May 1 of second year
President Vice President Recording Secretary Corresponding Secretary Treasurer	n/a	Primary service during third year	May – May (one year)  Assume office May 1 of second year – serve until May 1 of third year

Social Chair-Elect	Fall	Must be a first year at time of election  Primary service during first year	November – May  Assume office November 1 immediately after election – serve until May 1 of first year
Social Chair	n/a	Primary service during second year	May – May (one year)  Assume office May 1 of first year – serve until May 1 of second year
SAVMA Delegate-Elect	Fall – no later than November 15	Must be first year at time of election	Assumes office immediately after election – serves until December 31 of first year
Junior SAVMA Delegate	n/a	Primary service spans from first year to second year	January – December (one year)  Assume office January 1 of first year – serve until December 31 of second year
Senior SAVMA Delegate	n/a	Primary service spans from second year to third year	January – December (one year)  Assume office January 1 of second year – serve until December 31 of third year  Continue to mentor the other SAVMA Delegates through SAVMA Symposium
WVMA Delegates	Spring	Must be a first year at time of election  Primary service spans second and third years	May – May (two years)  Assume office May 1 of first year – serve until May 1 of third year

IVSA Representatives	Spring	Must be a first year at time of election  Primary service spans second and third years	May – May (two years)  Assume office May 1 of first year – serve until May 1 of third year
Class Representatives	Fall – as early as possible	Must be first year at time of election	Assumes office immediately after election – serves respective class through graduation

**Article 9      Faculty Advisors**

Two faculty advisors shall be selected by the executive board with the approval of the membership. In order to serve in this position, each faculty advisor must (i) be a licensed veterinarian and (ii) be a member in good standing of the AVMA.

Each faculty advisor shall serve a term of two years, which may be renewed at the recommendation of the President and with the approval of the membership. As their schedules permit, faculty advisors shall attend executive and general meetings in order to provide advice and perspective. Faculty advisors shall not be permitted voting privileges.

**Article 10      Committees**

**Section 10.01 Overview of Committees**

SCAVMA shall make use of committees for business that is too complex or numerous to be handled directly by the Executive Board.

**Section 10.02 Committee Leadership and Membership**

The President shall appoint a chairperson and fill vacancies for each committee. The Executive Board shall have the right to reject this appointment and request a vote of the Executive Board to determine an alternative appointment.

Committee members shall be on a volunteer basis and open to all SCAVMA members.

**Section 10.03 Requirements of Each Committee**

Committees with active business shall report on a monthly basis to the Executive Board. Additionally, committees with active business shall report to the officer team as directed by the President.

Each chairperson of a committee that requires funding shall provide a budget to the Treasurer. The Treasurer shall facilitate approval of this budget and disbursement of requested funding.

Each chairperson of a committee with active business shall provide a written report of the committee's activities and accomplishments at the conclusion of each school year and/or conclusion of its business.

#### **Section 10.04 Standing Committees**

Standing committees shall exist for ongoing, major activities of SCAVMA. The following committees are considered standing committees:

- Auditing Committee
- Budget Committee
- SAVMA Symposium Committee
- Social Committee

#### **Section 10.05 Ad Hoc Committees**

Ad hoc committees shall be formed when needed for specific short-term activities of SCAVMA. The President shall appoint the committee chair, and define the composition and responsibilities of each ad hoc committee as needed. The Executive Board shall have the right to reject the formation of an ad hoc committee and/or its definition and request a vote of the Executive Board to determine an alternative.

#### **Section 10.06 Auditing Committee**

(i) Composition

The auditing committee shall be composed of interested SCAVMA members. This committee shall consist of at least one volunteer from each first year, second year, and third year class who is a SCAVMA member, and not running for an elected position.

(ii) Chairperson

The President shall appoint one of these members to be chairperson of the auditing committee.

(iii) Responsibilities

This committee shall be responsible for supervising SCAVMA elections and auditing the count of the ballots. Results of the election shall be submitted to the chapter's Faculty Advisors for review of integrity.

#### **Section 10.07 Budget Committee**

(i) Composition

The budget committee shall be composed of Treasurer, President, President-Elect, Vice President, Vice President-Elect, Recording Secretary, Corresponding Secretary, Treasurer-Elect, Social Chair, SAVMA Senior Delegate, chairperson for each committee requiring SCAVMA funding, at least one volunteer from each

first year, second year, and third year class who is a SCAVMA member, and any other interested SCAVMA member.

(ii) Chairperson

Treasurer

(iii) Responsibilities

The budget committee is responsible for supporting the Treasurer in the creation and analysis of the fiscal year budget. This committee shall convene in spring and summer to review information from the previous fiscal year budget and subsequently prepare a new budget based on this information.

**Section 10.08 SAVMA Symposium Committee**

(i) Composition

The SAVMA symposium committee shall consist of the Senior SAVMA Delegate, Junior SAVMA Delegate, SAVMA Delegate-Elect, and any other interested volunteer who is a SCAVMA member and desires to attend the upcoming symposium.

(ii) Chairperson

Senior SAVMA Delegate

(iii) Responsibilities

This committee shall be responsible for planning logistics of student attendance at the upcoming symposium. These preparatory activities shall include travel and lodging preparations and fundraising to assist SCAVMA members with the financial burden of attending the symposium. This committee shall work closely with the Treasurer to adhere to the current budget.

**Section 10.09 Social Committee**

(i) Composition

The social committee shall consist of the Social Chair, Social Chair-Elect, and any other interested volunteer who is a SCAVMA member. Ideally, this committee shall have representation from each class.

(ii) Chairperson

Social Chair

(iii) Responsibilities

This committee shall organize SCAVMA social functions working closely with the Treasurer to adhere to the current budget.

## **Article 11    Finances**

### **Section 11.01 Fiscal Year Budgeting**

The SCAVMA Treasurer shall be responsible for coordinating the budget process. Prior to each fiscal year, the Treasurer shall work with the Budget Committee to prepare a budget and guide that budget through the approval process as follows.

- (i) Budget Committee shall draft a budget including actual financial data from the previous year and projected financial data for the upcoming year.
- (ii) Proposed budget shall be supplied to the Executive Board at least one week prior to presentation at an Executive Board meeting.
- (iii) Treasurer shall present the draft of the budget to the Executive Board as soon as possible in the fall semester. Proposed budget shall be discussed and modified as necessary until it is acceptable. Executive Board approves the proposed budget.
- (iv) Proposed budget shall be publicly posted for at least one week prior to presentation at a general SCAVMA meeting.
- (v) Treasurer shall present the draft of the budget to the student body. Proposed budget shall be discussed and modified as necessary until it is acceptable to the membership. SCAVMA members approve the proposed budget.
- (vi) After approval by SCAVMA membership, the budget shall take effect immediately.

### **Section 11.02 Class Funds**

Each veterinary class shall be designated a financial account within SCAVMA's financial account ("Class Funds"). Class Funds shall be used for activities, events, equipment, etc. that benefit the entire class and/or the SVM. SCAVMA shall make deposits into, withdrawals from, and retain fiduciary responsibilities for these accounts.

Decisions regarding disbursements of each class's respective funds shall be managed by the Class Representative. The Class Representative shall obtain an affirmative vote of two-thirds (2/3) or more of his or her respective class prior to requesting disbursement by SCAVMA.

Each Class Representative may request a disbursement by completing the current SCAVMA Check Request form. Requests totaling more than \$1000 must be presented by the Class Representative to the Executive Council and approved by the Executive Committee prior to disbursement.

Money that remains in a Class Fund for more than six (6) months after graduation of the respective class shall be redistributed to the Lab Modernization fund.

## **Article 12    Veterinary Medical Student Supply**

### **Section 12.01 Veterinary Medical Student Supply Objectives**

The Veterinary Medical Student Supply (“VMSS”) shall function as a student-operated, non-profit store. The VMSS shall:

- (i) Offer supplies and clothing to the students, faculty, and staff of the SVM at reduced rates by virtue of its non-profit status;
- (ii) Provide financial resources for investment in SCAVMA programs; and
- (iii) Sell merchandise on behalf of SIGs recognized by SCAVMA.

### **Section 12.02 Administration of the VMSS**

The Executive Board shall be the governing body of the VMSS and the VMSS Manager shall be responsible for the daily operations of the VMSS.

Each year, SCAVMA shall hire a student to serve as VMSS Manager for one year (summer recess through the following spring semester). SCAVMA shall solicit all SCAVMA members in the current second year class for applications of interest. The student selected for the position shall train in the spring of their second year then assume full responsibilities for management of the VMSS at the beginning of the summer recess prior to entering the third year of the veterinary curriculum and continue through the conclusion of the third year of the veterinary curriculum.

Upon satisfactory completion of responsibilities defined in the following section (Section 12.03 Duties of the VMSS Manager), the VMSS Manager shall receive a monthly stipend.

### **Section 12.03 Duties of the VMSS Manager**

The VMSS Manager shall:

- (i) Handle the daily operations of the VMSS;
- (ii) Complete scheduling to ensure daily staffing of the VMSS and email reminders to volunteers prior to their shift;
- (iii) Open the store daily and train student workers prior to their shift;
- (iv) Promptly notify the President when a shift is missed;
- (v) Serve as bookkeeper of the VMSS maintaining an accurate account of the finances of the VMSS;
- (vi) Provide the Treasurer with a monthly report of income and expenditures on a monthly basis;
- (vii) Act as the sole purchasing agent for the VMSS;
- (viii) Consign merchandise from SIGs and facilitate all aspects of these arrangements;
- (ix) Maintain an accurate record of VMSS inventory and ensure adequate inventory in the store;
- (x) Place special orders, including for first year orientation, WVMA convention, holiday sales, etc.;
- (xi) Operate a booth at the WVMA convention;
- (xii) Train the incoming manager during spring semester so he or she is prepared to assume responsibilities of VMSS Manager by the end of the school year;

- (xiii) Submit the monthly deposit to the Treasurer at the end of each month;
- (xiv) Analyze VMSS income and expenditures to-date then submit an operating budget for the upcoming fiscal year prior to the end of spring semester; and
- (xv) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as VMSS Manager.

#### **Section 12.04 Consignment Merchandise in the VMSS**

Each SIG interested in consigning merchandise in the VMSS shall contact the VMSS Manager for approval. After approval by the VMSS Manager, SIG merchandise on consignment shall be given equal consideration in the VMSS.

Each SIG shall be responsible for providing the merchandise for consignment and determining pricing of each item.

Proceeds from consignment merchandise shall be paid to the SIG three times per year (at the conclusion of fall semester, spring semester, and summer break). SCAVMA shall remit proceeds through a business check placed in the SIG's SCAVMA-issued mailbox

As a benefit to SIGs, SCAVMA shall pay sales tax for merchandise sold on consignment.

### **Article 13    Pet Food Supply**

#### **Section 13.01 Pet Food Supply Objectives**

The Pet Food Supply ("PFS") shall function as a student-operated store. The PFS shall:

- (i) Offer pet food to the students, faculty, and staff of the SVM at reduced rates and
- (ii) Provide financial resources for investment in SCAVMA programs.

Companies who wish to provide product for sale in the PFS must agree to the following stipulations:

1. product must be donated at no cost to the PFS; and,
2. all proceeds from PFS sale of product will go to support SCAVMA.

Questions should be directed to the Associate Dean for Academic Affairs at the School of Veterinary Medicine.

#### **Section 13.02 Administration of the PFS**

The Executive Board shall be the governing body of the PFS and the PFS Manager shall be responsible for the daily operations of the PFS. In addition to the PFS Manager, two PFS Staff shall be in service at any given time.

Each year, SCAVMA shall hire one (1) student for a two year term of service. This student shall serve as PFS Staff for one year then serve as PFS Manager for the next year. SCAVMA shall

solicit all SCAVMA members in the current first year class for applications of interest. The student selected for the position shall assume service in the PFS at the beginning of the summer recess prior to entering the second year of the veterinary curriculum and continue through the conclusion of the third year of the veterinary curriculum.

Upon satisfactory completion of responsibilities defined in the following section (Section 13.03 Duties of the PFS Manager [Duties of the PFS Manager](#)), the PFS Manager shall receive a monthly stipend.

Additionally, each year, SCAVMA shall hire another student to serve as PFS Staff for one year (summer recess through the following spring semester). SCAVMA shall solicit all members in the current second year class for applications of interest. The PFS Staff shall assume service in the PFS at the beginning of the summer recess prior to entering the third year of the veterinary curriculum and continue through the conclusion of the third year of the veterinary curriculum.

Upon satisfactory completion of responsibilities defined in a subsequent section (Section 13.04 Duties of PFS Staff), the PFS Staff shall receive a monthly stipend.

The SCAVMA Treasurer shall be responsible for all financial accounting and reporting for the PFS.

### **Section 13.03 Duties of the PFS Manager**

The PFS Manager shall:

- (i) Handle the daily operations of the PFS;
- (ii) Liaise with designated student representatives of each pet food company to make sure all criteria for sales are met;
- (iii) Set hours for the PFS and ensure the PFS is open as regularly scheduled to achieve customer service and sales goals;
- (iv) Complete scheduling to ensure daily staffing of the PFS;
- (v) Work in the PFS as scheduled;
- (vi) Unload orders when shipments arrive
- (vii) Act as the sole ordering agent for the PFS;
- (viii) Maintain an accurate record of PFS inventory and pricing and ensure adequate inventory in the store;
- (ix) Ensure security of PFS assets;
- (x) Submit the monthly deposit to the Treasurer at the end of each month and work with the Treasurer to ensure accuracy of financial bookkeeping;
- (xi) Train the incoming manager during spring semester so he or she is prepared to assume responsibilities of PFS Manager by the end of the school year;
- (xii) Analyze PFS sales trends to-date then submit an operating budget for the upcoming fiscal year prior to the end of spring semester; and
- (xiii) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as PFS Manager.

### **Section 13.04 Duties of PFS Staff**

Under the direction of the PFS Manager, the PFS staff shall:

- (i) Work in the PFS as scheduled;
- (ii) Protect the assets of the PFS while working; and
- (iii) Unload orders when shipments arrive

## **Article 14    Special Interest Groups**

### **Section 14.01 Special Interest Group Objectives and General Guidelines**

SCAVMA supports groups of students who join together with a common interest. Each of these groups shall be referred to as a Special Interest Group (“SIG”).

Each SIG shall be self-governing except as specifically asserted in these Bylaws. Each SIG shall be responsible for election and term of its officers and the maintenance of its respective constitution.

Clubs shall not charge membership fees to SCAVMA members but may charge fees for laboratories and special events to SCAVMA members and non-SCAVMA members.

### **Section 14.02 Special Interest Group Requirements**

In order to be officially recognized by SCAVMA and receive benefits provided by SCAVMA, each SIG must:

- (i) Identify and maintain a faculty advisor;
- (ii) Register annually with the University of Wisconsin-Madison’s leadership organization, currently the Center for Leadership and Involvement (“CfLI”);
- ~~(iii)~~ (iii) Attend the annual Club Leadership Officer Orientation (“CLOO”);
- ~~(iii)~~~~(iv)~~ (iv) **All SIG must have a full officer board composed of a minimum of four students of good standing. This board must be composed of at least four different students;**
- ~~(iv)~~~~(v)~~ (v) Coordinate at least two educational activities open to all SCAVMA members which are aligned with the specific objective of the SIG per semester;
- ~~(v)~~~~(vi)~~ (vi) Have at least fifteen (15) members in good standing, i.e., members who have attended at least two club functions, by December 31 of each school year;
- ~~(vi)~~~~(vii)~~ (vii) Record attendance at every club activity;
- ~~(vii)~~~~(viii)~~ (viii) Determine the club’s members who are in good standing (i.e., members who have attended at least two club functions) and submit this list along with each attendance records to SCAVMA each fall semester no later than December 15 and each spring semester no later than May 1;
- ~~(viii)~~~~(ix)~~ (ix) Document names of students earning SCAVMA Points and dates on which those points were earned then submit those records to SCAVMA;
- ~~(ix)~~~~(x)~~ (x) Maintain a written constitution and/or bylaws which outlines governance of the club, specifies that a student must be a SCAVMA member in order to participate in the SIG, and does not conflict with governance documents and principles of SCAVMA, SAVMA, and the AVMA;
- ~~(x)~~~~(xi)~~ (xi) Submit a treasurer’s report at the end of each semester to the Treasurer-Elect;

- ~~(xi)~~(xii) \_\_\_\_\_ Maintain bulletin board content including a list of current officers and their contact information;
- ~~(xii)~~(xiii) \_\_\_\_\_ Provide additional information to SCAVMA officers upon request;
- ~~(xiii)~~(xiv) \_\_\_\_\_ Fulfill VMSS staffing requirements as directed by SCAVMA;
- ~~(xiv)~~(xv) \_\_\_\_\_ Fulfill kitchenette cleaning requirements as directed by SCAVMA; and
- ~~(xv)~~(xvi) \_\_\_\_\_ Actively serves on the Executive Board and participates in SCAVMA business.

Special Interest Groups with less than fifteen (15) members in good standing may petition the Executive Board in order to remain a SIG recognized by SCAVMA. The Executive Board shall determine the continued educational benefit of this SIG and may determine through a majority vote to continue recognition of and provision of benefits for the SIG.

**Section 14.03 Special Interest Group Meetings**

(i) Noontime Meetings of SIGs

Prior to each academic year, the SCAVMA President shall determine a schedule of noontime hours for SIGs. Due to the limited number of noontime hours in each month, SCAVMA may allot one noontime hour to more than one SIG. Within one week of publication of this schedule, the president of a SIG may petition the SCAVMA president for a standing change in the SIGs allotted noontime hour. SCAVMA may grant or deny this request based on its assessment of the schedule. Unless changed by the SCAVMA President, this schedule of noontime hours for SIGs shall be considered final one week after its initial publication.

In order to ensure equal access to the student body, a club or corporate company (through its student representative) may not schedule a noontime meeting or event at any time other than the hour allotted by SCAVMA without express permission by the SCAVMA President.

If a club or corporate company (through its student representative) wishes to conduct a meeting or event at a time already allocated to another SIG, a representative from the club or corporate company wishing to conduct the additional meeting must proceed as follows:

First, the club or corporate company (through its student representative) must seek permission from the president of the SIG that is scheduled during that hour. The president of the scheduled SIG may reject this request for any reason.

Second, the club or corporate company (through its student representative) must seek permission by the SCAVMA President.

Noontime meetings shall be considered a benefit provided to SIGs as described in Section 14.04 SCAVMA Benefits Provided to Special Interest Groups.

(ii) Meetings of SIGs at Times Other Than Noontime

SIGs shall have the right to schedule meetings and events at times other than noontime, at their discretion so long as SCAVMA is notified in writing as soon as possible prior to the meeting or event.

#### **Section 14.04 SCAVMA Benefits Provided to Special Interest Groups**

Each SIG that meets the requirements delineated in Section 14.02 Special Interest Group Requirements shall receive the following benefits:

- (i) One noontime hour per month that may be utilized as club leadership determines;
- (ii) Five hundred dollars (\$500) each academic year to be used for educational purposes (“Club Education Funds”); and
- (iii) An additional five dollars (\$5) per member in good standing beyond fifteen members in good standing each academic year (“Club Membership Funds”);

SIGs that fail to meet the requirements delineated in Section 14.02 Special Interest Group Requirements shall be denied the aforementioned benefits as deemed appropriate by the President or shall receive reduced benefits. Club leadership may contest these decisions by petitioning the Executive Board.

Reference ATTACHMENT 4 – PROCESS SUMMARY FOR CLUB FUNDS for specific details regarding Club Education Funds and Membership Funds.

#### **Section 14.05 Recognized Special Interest Groups**

A list of SIGs recognized by SCAVMA is recorded in ATTACHMENT 3 – RECOGNIZED SPECIAL INTEREST GROUPS. A SIG must be on this list to receive SCAVMA support including financial resources.

#### **Section 14.06 Formation of New Special Interest Groups**

Leaders of prospective new clubs who seek classification as a SCAVMA-recognized SIG must schedule a presentation at an Executive Board meeting.

At the scheduled meeting, the prospective club must petition the Executive Board, articulate how it will uniquely benefit SCAVMA members, and discuss how its objectives will differ from existing SIGs. Additionally, the prospective club should be prepared to address how it will fulfill the requirements of each SIG as indicated in Section 14.02 Special Interest Group Requirements.

The Executive Board shall determine if the groups should become a recognized SIG through a majority vote.

#### **Section 14.07 Dormant Special Interest Groups**

- (i) If a SIG does not meet the minimum requirements, it is allowed to go dormant. The constitution and budget report of that SIG will be maintained until students with interest choose to reactivate the club. They must demonstrate the club's ability to meet the minimum requirements. This demonstration will be presented at an Executive Board meeting;

(ii) When a SIG goes dormant, the SIG's bank account will be closed and any outstanding funds will be signed over to the SCAVMA club fund. It will be maintained for three (3) years. If the SIG is reactivated within three years, the funds will be returned to the club. If the club is not reactivated within 3 years, the money will be absorbed by SCAVMA.

## **Article 15    Amendments**

### **Section 15.01 Amendments to these Bylaws**

Proposals to amend the Bylaws must be delivered to the Executive Board in writing no more than sixty (60) and not less than five (5) days prior to the Executive Board meeting in which they are to be presented. Proposals not delivered by this time may be presented to the Executive Board at the President's discretion.

Amendments of these Bylaws must first be presented to the Executive Board at a meeting at which a quorum is present. Approval of proposed amendments shall require the act of two-thirds of the members of the Executive Board present at this meeting.

After approval by the Executive Board, proposed amendments shall be presented to the chapter at a general meeting at which a quorum is present. Final approval of the proposed amendments shall require the act of two-third of the members present at this meeting.

After approval by the chapter, the amendments shall immediately take operational effect and the Bylaws shall be modified to reflect the approved changes.

The AVMA shall have the right to reject changes to these Bylaws. After approval by SCAVMA, the Corresponding Secretary shall advise appropriate representation at the AVMA by providing an updated copy of the Bylaws. Amendments shall remain in effect unless notified by AVMA.

### **Section 15.02 Amendments to Attachments to these Bylaws**

The Attachments to these Bylaws contain content that may change regularly. Therefore, these attachments may be directly modified as directed by the President.

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**January 2011**

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## **ATTACHMENT 2 – PROCESS SUMMARY FOR INDIVIDUAL EDUCATION FUNDS**

**January 2011**

### Overview

SCAVMA Individual Education Funds are intended to provide additional educational opportunities for SCAVMA members. Therefore, each eligible student should utilize these funds in a manner aligned with SCAVMA's intentions. Suggestions include attendance at relevant conferences, veterinary medical association meetings, SAVMA symposiums, and other training opportunities. Any qualifying student may apply for SCAVMA Individual Education Funds during each academic year.

### Rates of Reimbursement

Upon completion of all other requirements, SCAVMA will reimburse each student up to fifty percent (50%) of actual costs associated with an educational opportunity or multiple educational opportunities with a cumulative annual maximum of \$200 per academic year.

### Restrictions

The following restrictions regarding Individual Education Funds applies to each request:

- Each eligible student may receive a cumulative maximum benefit of \$200 per academic year.
- Attendance at meetings, conferences, or events in Madison will not be funded unless the cost of attendance exceeds \$50.
- Attendance pertaining to any curriculum activity (e.g. ambulatory rotation, travel to University of Wisconsin instructional facilities) will not be funded.
- If an individual receives funding through another source (e.g. a club, scholarship, fellowship), he or she may not submit expenses paid or reimbursed by another source to SCAVMA.
- Food and beverage will not be reimbursed.
- Receipts must be produced and explained for each transaction included in the request.

### Requirements

In order to receive Individual Education Funds, a student must meet all of the following requirements:

- Meet all SCAVMA membership requirements defined in Section 3.03 Membership Requirements;
- Request funding prior to attending the event during which the money will be used (no retroactive requests will be considered);
- Obtain SCAVMA Points;
- Attend the event and save all relevant receipts and documentation;
- Give a presentation or complete the Individual Funds Experience Description about the opportunity (not required for fourth year students); and
- Complete and submit a check request form

More details are described in the next section.

### Application

Each applicant must abide by the following process in order to receive Individual Education Funds:

1. Meet the requirements set forth in Section 3.03 Membership Requirements
2. Prior to the event, complete SCAVMA's current Application for Individual Funds form in its entirety
3. Prior to the event and at least one (1) week prior to a scheduled Executive Board meeting, submit the completed form to SCAVMA
4. Prior to the event, attend the subsequent Executive Board meeting to defend the request (not required of fourth year students)
5. Participate in the event
6. Obtain two (2) SCAVMA Points for each academic year leading up to and including the current academic year of the request with the exception of the fourth year of the veterinary curriculum
7. Prior to the first September 30 after the event, present an overview of the opportunity either during an independently scheduled event which is advertised to and open to all SCAVMA members or on the day scheduled each semester by SCAVMA or return a fully completed Individual Funds Experience Description alone with the Individual Check Request Form. (not required of fourth year students)
8. Complete and submit SCAVMA's current Individual Check Request Form in its entirety and include all relevant receipts and documentation

### Payment

After the student meets all requirements to receive Individual Education Funds and completes the application process, SCAVMA will remit the benefit through business check placed in the student's school-issued mailbox.

### Guid lines for Individual Funds Experience Presentation

Each presentation must be 4-5 minutes in length and include information from each of the following categories (where applicable). Including pictures from the experience is highly encouraged if cameras were allowed.

1. Name and date(s) of experience
2. Description of activities and valuable skills or observations
3. Would you recommend this experience to other students? If so, during what stage in school or during what part of the calendar year would you recommend the experience (eg. I would recommend going after the 2<sup>nd</sup> year of veterinary school in the Spring or Summer)? If you would not recommend the experience to other students, please briefly (and respectfully) explain why not.

If applicable, provide contact information for the person or office responsible for scheduling so that others can arrange a similar experience. Please allow those in attendance enough time to write down this information.

ATTACHMENT 3 – RECOGNIZED SPECIAL INTEREST GROUPS  
**September 2010**

Animal Behavior Club (ABC)

Avian Club

Bovine Club

Christian Veterinary Mission Fellowship

Companion Animal Club

Equine Club

Feline Club

Gay Straight Veterinary Alliance (GSVA)

Integrative Veterinary Medicine Club

Laboratory Animal Medicine Club

Pathology Club

Porcine Interest Group (PIG)

Public and Global Health Interest Group

Rural Area Veterinary Services (RAVS) Club

Small Ruminant Club

Student Chapter American Veterinary Dental Society

Student Chapter of the Alliance of Veterinarians for the Environment (SAVE)

Student Veterinary Emergency and Critical Care Society (SVECCS)

Veterinarians as One in Culture and Ethnicity (VOICE)

Veterinary Business Management Association (VBMA)

Wildlife, Exotic and Zoo Animal Medicine (WEZAM)

## ATTACHMENT 4 – PROCESS SUMMARY FOR CLUB FUNDS

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January 2011

### Club Education Funds

#### Overview

SCAVMA Club Education Funds are intended to provide additional educational opportunities for SCAVMA members. Therefore, each SIG should utilize these funds to offer meetings and events aligned with SCAVMA's intention and the club's purpose. Suggestions include presentations by qualified speakers, extracurricular workshops and meetings, wet labs, symposiums, etc. Club Education Funds may be used for food and drink provided these refreshments are offered in conjunction with an event that provides an educational opportunity.

#### Application

Each SIG must abide by the following process in order to receive Club Education Funds:

1. Meet the requirements set forth in Section 14.02 Special Interest Group Requirements and document evidence that supports this achievement
2. Within the current academic year, complete SCAVMA's current Check Request Form indicating the submission is for Club Education Funds
3. Within the current academic year, submit the completed form and supporting documentation to SCAVMA at least one (1) week prior to a scheduled Executive Board meeting
4. Attend the subsequent Executive Board meeting to defend the request

If the SIG fails to comply with the preceding process, SCAVMA may withhold Club Education Funds until each step of the process is complete.

Application for Club Education Funds must be within the academic year. Applications for previous academic years will not be accepted.

#### Payment

After the SIG meets all requirements to receive Club Education Funds and completes the application process, SCAVMA will remit the benefit through business check placed in the SIG's SCAVMA-issued mailbox.

#### Penalties

If a SIG fails to meet any of the requirements defined in Section 14.02 Special Interest Group Requirements, SCAVMA may apply the following penalty framework.

An infraction is considered a single occurrence of a SIG's failure to meet any requirement within an academic year.

1. First infraction in the academic year – SCAVMA may withhold 10% of the SIG's club funds (sum of Club Education Funds and Club Membership Funds)

2. Second infraction in the academic year – SCAVMA may withhold an additional 30% of the SIG’s club funds (sum of Club Education Funds and Club Membership Funds)
3. Third infraction in the academic year – SCAVMA may withhold an additional 60% of the SIG’s club funds (sum of Club Education Funds and Club Membership Funds)

If SCAVMA has disbursed Club Education Funds and/or Club Membership Funds prior to an incident that constitutes an infraction in that academic year, the SIG must reimburse SCAVMA in the amount of the penalty. SCAVMA may withhold any of the SIG’s benefits until this amount is paid.

If a SIG disagrees with application of a penalty, that SIG may petition the Executive Board for dissolution of that penalty.

### **Club Membership Funds**

#### Overview

SCAVMA Club Membership Funds serve as supplement to SCAVMA Club Education Funds and may be awarded to SIG’s with large membership. Club Membership Funds are intended to serve the same purpose as Club Education Funds.

In order to receive Club Membership Funds, the SIG must analyze attendance records and document evidence of additional members.

#### Application

Each SIG must abide by the following process in order to receive Club Membership Funds:

1. Meet the requirements set forth in Section 14.02 Special Interest Group Requirements and document evidence that supports this achievement
2. Within the current academic year, complete SCAVMA’s current Check Request Form indicating the submission is for Club Membership Funds
3. Within the current academic year, submit the completed form and supporting documentation (including explicit membership records) to SCAVMA at least one (1) week prior to a scheduled Executive Board meeting
4. Attend the subsequent Executive Board meeting to defend the request

If the SIG fails to comply with the preceding process, SCAVMA may withhold Club Membership Funds until each step of the process is complete.

Application for Club Membership Funds must be within the academic year. Applications for previous academic years will not be accepted.

#### Payment

Payment will be made in the same manner as described in the previous section.

#### Penalties

Penalties may be applied in the same manner as described in the previous section.