



Club Leader and Officer Orientation

2009 - 2010

SCAVMA HANDBOOK

UW-Madison
School of Veterinary Medicine
Student Chapter of the American Veterinary Medical Association
2015 Linden Dr.
Madison, WI 53705
608-262-8507
scavma@svm.vetmed.wisc.edu

Welcome Officers, Old and New!

August 31st, 2009

Welcome Club Presidents, Executive Board Members, SAVMA and WVMA Delegates, Class Representatives, and SCAVMA Faculty Advisors to the fourth annual Club Leader/Officer Orientation (CLOO). This is your chance to get updated, get informed, and get ready for the new academic year at the School of Veterinary Medicine.

The handbook that you are receiving today will serve as an important guide as you navigate through SCAVMA this year. It contains all you need to know about how SCAVMA works, how to request funding, and what your duties and responsibilities are. I encourage you to review this handbook now and refer to it often whenever you have questions about SCAVMA.

We have recently updated the SCAVMA website and encourage you to access it to look up SCAVMA points, meeting minutes, meeting attendance records, official calendar events, and any additional info in our constitution. You can access the SCAVMA website by going to the SVM homepage, clicking on the Education tab, and then clicking on SCAVMA from the list. The address is:

<http://www.vetmed.wisc.edu/default.aspx?tabid=24&tabindex=1>

I look forward to working with each and every one of you throughout the year. If you ever have any questions, please feel free to contact me at anytime.

Thank you so much and have a great year!

Your SCAVMA President,
Harpreet Singh
Class of 2011

~ EXECUTIVE BOARD ~

SCAVMA By-Laws Article 1- Executive Board
2009 - 2010

SCAVMA President	Harpreet Singh ('11)
SCAVMA President-Elect	Ryan Breuer ('12)
SCAVMA Vice President	Rachel Kesting ('11)
SCAVMA Vice President-Elect	Jessica Girard ('12)
SCAVMA Treasurer	Erin Greuel ('11)
SCAVMA Treasurer-Elect	Lesli Kibler ('12)
SCAVMA Corresponding Secretary	Leslie Morgan ('11)
SCAVMA Corresponding Secretary-Elect	Laura Russo ('12)
SCAVMA Recording Secretary	Michael Hanhart ('11)
SCAVMA Recording Secretary-Elect	Tyler Schaaf ('12)
SCAVMA Social Chair	Lindsey Marrotte ('12)
Class of 2010 Representative	Margaret McDougall('10)
Class of 2011 Representative	Adam Ward ('11)
Class of 2012 Representative	Victoria Brooks ('12)
Class of 2013 Representative	<i>To be determined</i>
SAVMA Senior Delegate	Ewan Wolff ('11)
SAVMA Junior Delegate	Averi Sauder ('12)
WVMA Senior Delegate	Kaitlin Young ('10)
WVMA Junior Delegate	Emilie Schwarz ('11)
IVSA Representative	Brett Darrow ('11)
Immediate Past-President, <i>ex officio</i>	Stacy Skoraczewski ('10)

SCAVMA Faculty Advisor

Dr. Lindsey Culp-Snyder

~ SPECIAL COMMITTEES ~

SCAVMA By-Laws Article 21 – Committees

Budget –

Treasurer serves as the chairperson, other members include the President, President-Elect, Treasurer-Elect, Vice President, Vice President-Elect, Corresponding Secretary, chairpersons of all committees requesting funds and one at-large person from each class prepares and submits budget for executive board approval.

Chair: Erin Greuel

Education –

The class representative from each class serves as chairs. They are responsible for acting as liaisons between their respective classes and current semester faculty for the purpose of improving the manner in which the courses are conducted.

Chairs: Margaret Quinn, Adam Ward, Victoria Brooks, TBA for 2013

Fundraising –

Includes all SAVMA delegates and volunteers in good-standing; assists chapter members to earn funding for the SAVMA Symposium by holding fundraising events throughout the year.

Chairs: Averi Sauder, Ewan Wolff

Meetings and Promotions –

Members include Vice President, Vice President-Elect and volunteers in good-standing; responsible for planning programs and activities at chapter meetings.

Chair: Erin Greuel

Special Equipment –

Volunteers in good-standing; responsible for managing the use of SCAVMA-owned equipment (ultrasound machine, coffeemaker, etc.) by overseeing chapter member training and access.

Chairs: OPEN

Special Projects –

Volunteers in good-standing; responsible for designating SCAVMA funds towards an annual project to benefit all students at the SVM.

Chair: OPEN

Social Events –

Volunteers in good-standing; responsible for organizing study body social functions and arranging food, entertainment, décor, as needed; operates under current budget allocations.

Chair: Lindsey Marrotte

Student Auction –

Volunteers in good-standing; responsible for assisting the SCAVMA President in organizing and hosting the Annual SVM Fall Auction and Picnic in September; responsible for obtaining donations, setting up and running the auction, advertising, thanking sponsors, etc.

Chairs: Harpreet Singh

Auditing –

One member from each class (not currently an executive board member or running for office); responsible for running elections and counting ballots.

Chair: OPEN

Public Relations –

Volunteers from each class in good-standing; responsible for promoting UW-Madison SCAVMA and SAVMA events to the school and to the community. Also responsible for opening and maintaining contacts with local and state level business, news stations, and other community support.

Chair: OPEN

State Boards –

Membership consists of two seniors, two juniors, one sophomore and one freshman; responsible for providing information pertinent to application for licensing and studying policies in regard to licensure as the chapter may direct.

Chairs: OPEN

Community Outreach-

Volunteers to help with projects that help the community. An example is the Josh Project; this is an outreach to children hospitals by providing a stuffed dog, Josh, to children who need a friend in the hospital.

Chairs: OPEN

SAVMA Symposium-

This committee has been formed to help out with planning, fundraising, and organizing of the upcoming 2010 SAVMA symposium here at UW-Madison. The chairs of this committee are the SAVMA delegates

Chairs- Averi Sauder and Ewan Wolff

**** Committees should give regular updates at SCAVMA Executive meetings ****

*** Committees Chairs should also recruit members and hold regular meetings, depending on the nature of the committee. ***

~UW-SCAVMA Recognized Special Interest Groups/Clubs~

CLUB	CLUB PRESIDENT(S)	FACULTY ADVISOR(S)
Animal Behavior Club	Lizzie Stoa Leudtke ('11)	Sandra Sawchuk
Avian Club	Jana Braun ('11)	David Guzman
Bovine Club	Adam Ward ('11)	Ken Nordlund
Christian Veterinary Mission Fellowship	Theresa Baker ('12) Emily Wagner ('12)	Gary Oetzel
Companion Animal Club	Sarah Ellenberger ('11)	Linda Sullivan
Equine Club	Kate LeVasseur ('11)	Susan Semrad/Michael Livesey
Feline Club	Jenny Cigan ('11)	Rosemary Henik
Gay-Straight Veterinary Alliance	Alli Gutwillig ('12)	Heidi Kellihan
Humane Society Veterinary Medical Association	Lesanna Lahner ('11)	
Integrative Veterinary Medicine Club	Adrienne Hou ('11)	Lindsey Culp-Synder
International Veterinary Academy of Pain Management	Lesanna Lahner ('11)	Lesley Smith
Laboratory Animal Medicine Club	Joe Hampel ('11)	Evan Shukan
Pathology Club	Lauren Nelson ('12) Caroline Chu ('12)	Richard Dubielzig
Porcine Interest Group	Ryan Breuer ('12)	Peter Bahnson
Public and Global Health	Jessica Girard ('12) Kim Wojteczko ('12)	Christopher Olsen/Chet Thomas
Rural Area Veterinary Service	Ross Larson ('11)	Paul Manley
Shelter Animal Medicine Club	Brooke Groskopf ('11)	Ronald Schultz
Small Ruminant Club	Hayley Gallaher ('12)	Susan Semrad
Student Chapter of the Alliance of Veterinarians for the Environment	Heidi Holley ('11)	Richard Dubeilzig
Student Chapter of the American Veterinary Medical Association	Harpreet Singh ('11)	Lindsey Culp-Snyder
Student Veterinary Emergency and Critical Care Society	Emily Sachs ('11)	Jonathan Bach
Theriogenology Club	Lindsey Marrotte ('12)	Harry Momont

Veterinary Business Management
Association

Cecile Resop ('12)

Bill Gengler

Veterinary Ethics Club

Gena Fagerberg ('11)

Rebecca Stepien

Veterinary Students as One in Culture
And Ethnicity

Cara Williams ('12)

Alexandra Brower

Wildlife, Exotic and Zoo Animal Medicine
and Ethnicity

Christine Molter ('11)

Joanne Paul-Murphy

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Other Student Officers

Wisconsin Veterinary Medical Association (WVMA)
Delegates

Senior Delegate: Kaitlin Young ('10)
Junior Delegate: Emilie Schwarz ('11)

SAVMA Delegates

Senior Delegate: Ewan Wolff ('11)
Junior Delegate: Averi Sauder ('12)

Fourth Tuesday	Production Animal/Bovine Club Lab Animal Medicine Club
Fourth Wednesday	**
Fourth Thursday	SCAVMA General Meeting

*All days apply EXCEPT during September 2008 (Please refer to SCAVMA calendar for meeting dates).

**Wednesdays are reserved for special events, speakers, and for company representatives to schedule company presentations etc.

***The Executive Board must approve deviations from this schedule. All changes must be reported to the Corresponding Secretary for posting.

**** SVECCS meeting dates are scheduled according to a course schedule and their speaker's schedule. Please consult SCAVMA calendar for these dates.

MICROWAVE/FRIDGE CLEANING SCHEDULE 2009-2010

Cleaning must be completed and logsheet signed by Friday afternoon during the week of your club assignment. Signing the sheet will verify that your club has completed its obligation and ensure the club is not penalized. Please refer to the cleaning guidelines that follow.

<u>WEEK OF:</u>	<u>RESPONSIBLE CLUB:</u>
Sept 7 th	Avian Club
Sept 14 th	Christian Veterinary Mission
Sept 21 st	Companion Animal Medicine
Sept 28 th	Equine Club
Oct 5 th	Public and Global Health
Oct 12 th	Integrative Vet Med Club
Oct 19 th	Lab Animal Med Club
Oct 26 th	SAVE Club
Nov 2 nd	SVECCS
Nov 9 th	Animal Behavior Club
Nov 16 th	RAVS Club
Nov 23 rd	Shelter Animal Medicine Club
Nov 30 th	Bovine/Production Medicine Club
Dec 7 th	WEZAM
<i>Dec 24th – Jan 18th</i>	<i>Cleaned by a hired student TBD</i>
Jan 18 th	International Pain Manag.
Jan 25 th	Feline Club
Feb 1 st	Pathology Club
Feb 8 th	Veterinary Ethics Club
Feb 15 th	VOICE
Feb 22 rd	GSVA
March 1 st	Companion Animal Medicine
March 15 th	Public and Global Health
March 22 nd	WEZAM
March 29 th	Christian Veterinary Mission
April 5 th	SVECCS
April 12 th	Production Medicine Group
April 19 th	RAVS Club
April 26 th	Shelter Animal Medicine Club
<i>May - August</i>	<i>Cleaned by a hired student TBD</i>

REFRIDGERATOR AND MICROWAVE CLEANING DUTIES

SVM students, staff, and faculty have access to five refrigerators and nine microwaves located on the second floor of the SVM. SCAVMA takes responsibility for the upkeep and maintenance of these appliances and relies on SCAVMA Recognized Clubs for monthly cleanings during the school year. **Clubs will be responsible for cleaning refrigerators and microwaves as part of their obligations to SCAVMA in order to receive SCAVMA Educational Funds.**

The following are guidelines for refrigerator and microwave cleaning duties:

1. One club will be responsible for cleaning each week. (Refrigerators and microwaves are be labeled with letters and numbers in case you need to report a problem about a specific machine.)
2. Refrigerators and microwaves must be cleaned by the **Friday at the end of the assigned week**. On Monday morning, a SCAVMA officer will check all refrigerators and microwaves to make sure clubs have fulfilled this obligation.
3. SCAVMA will provide cleaning supplies. Once the appliances have been cleaned, the club should complete a log sheet, signed and dated by the student responsible for overseeing the cleaning. **Log sheets should be placed in the SCAVMA's inbox after all assigned appliances are cleaned.** The reason for the log sheets is to protect clubs from receiving undue penalties. For example, if club members clean their microwaves on Friday afternoon and a student makes a mess on Saturday afternoon without cleaning it up, the club will not be penalized when the SCAVMA officer checks the microwaves on Monday morning.
4. Signs will be posted on all microwaves and refrigerators to inform students, staff, and faculty when monthly cleaning will occur so that food items, lunch bags, and utensils can be removed.
5. How microwaves should be cleaned. Remove rotating trays from inside the microwave and wash in the sink. Remove any trash/paper towels. Spray the inside of the microwave with cleaner and wipe down all surfaces. Also wipe down the outside of the microwave door. Replace rotating tray once you have cleaned and wiped it.
6. How refrigerators should be cleaned. Remove all food items and food storage items from the refrigerator. Spray down the interior of the refrigerator with surface cleaner and wipe down all surfaces. Please clean shelves and drawers. Replace unspoiled food items and containers. Use your judgment and toss out spoiled and rotten food and any other trash.
7. Clubs need NOT defrost freezers – just straighten them out when you clean.
8. During winter and spring breaks, and the months of May, June, July, and August, SCAVMA will hire a student to clean the refrigerators and microwaves once per month. This student will defrost and clean the freezers once in January and again in August.

9. **What happens if a club does not fulfill their cleaning duties for the month?** Penalties will be applied in the same manner as for VMSS staffing obligations. This means that the club will lose a percentage of their funding for each time an obligation to SCAVMA is not fulfilled, as described in the SCAVMA constitution and by-laws (i.e., first infraction = 10% loss of total funds allotted for the year, second infraction = 30% loss of funds, third infraction = 60% loss of funds.)

VMSS STAFFING SCHEDULE

Please return the sign-up sheets to Heidi Holley (the VMSS Manager) by the Thursday (at the latest) before your club runs the school store. These can be placed in the SCAVMA Inbox on the office door. Remind your volunteers that they need to meet the Store Manager at the school store at 11:55am. Thank you.

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UW-SCAVMA RECOGNIZED GROUP/CLUB DESCRIPTIONS

Animal Behavior Club

ABC has a goal of expanding student knowledge and understanding of animal behavior. According to JAVMA, some 30% of questions fielded by the average small animal practitioner are behavior-related, and we want to be ready for them! Our procedure is to learn a little at every monthly meeting, with brief presentations by students, faculty, and trainers. Equine, exotic, large animal as well as small animal behavior issues will be addressed.

Avian Club

Student Chapter of the Association of Avian Veterinarians

The Avian Club is dedicated to the study of wild and pet birds. We provide the opportunity for interested veterinary students to obtain further specialized study of birds. Activities include assisting with ophthalmology, pet bird breeding, and wild bird rehabilitation.

Bovine Club (a member of the Production Medicine Club)

Student Chapter of the American Association of Bovine Practitioners

The purpose of Bovine Club is to provide additional opportunities for all students, regardless of their level of previous experience with dairy and beef cattle, to enrich their veterinary education and experiences through seminars, tours, wet labs and other activities. Students also gain access to information from the American Association of Bovine Practitioners through Bovine Club. Bovine Club is one of three organizations (including P.I.G. and Small Ruminant Club) that meet together as the Production Medicine Club. Annual activities include palpation labs and the SAVMA Symposium palpation team, field necropsy lab, hoof trimming course, winter farm tours, vaccination and blood draw labs, lunch speakers, "Dairy Farming 101," FAPM research, Hoard's Dairyman Judging Contest, and outreach activities, including the Saturday Enrichment Program, Grandparents' University, Badger Dairy Camp, and World Dairy Expo. As a group, the Production Medicine Clubs hold a large animal practice fair, 3-on-3 basketball tournament, fall picnic and volleyball tournament, and the annual Farm Animal Wellness Seminar put on in conjunction with the Veterinary Ethics Club. We look forward to meeting you soon at a club meeting.

Christian Veterinary Mission Fellowship

Student Chapter of the Christian Veterinary Mission

CVMF is a club in which students, faculty, and staff come together to support each other and explore or pursue a relationship with God. This year there will be meetings each second Friday

of the month, biweekly book studies, a service project called Operation Christmas Child, and many activities outside of school including prayer times, potlucks, and campfires. In January, CVMF will be hosting the regional conference for students to connect and hear from Christian veterinarians who incorporate their faith into their practice as well as international missions. CVMF also builds relationships with Christians in the profession, some of whom will be accompanying club members on a mission trip to Ecuador in June of 2007. It will be an exciting year for CVMF and all are encouraged to get involved!

Companion Animal Club

Student Chapter of the American Animal Hospital Association

The Companion Animal Club is an organization of veterinary students interested in the well-being of family pets – from dogs and cats to pocket pets and exotics. The club aims to increase awareness of proper care and treatment for our loyal companions. The CAC annually hosts the Dog Jog, a fund-raiser for the Dane County Humane Society, and assists in Pet Pals behavior and health evaluations, Bow Meow Bagels, and various other related events. Membership provides many opportunities for educational experiences, teamwork with other students, and most importantly, helping companion animals of the world.

Equine Club

Student Chapter of the American Association of Equine Practitioners

The Equine Club is dedicated to broadening the knowledge of veterinary students and providing opportunities for educational and social experiences with other future equine practitioners. This year we will be welcoming speakers from the equine industry and our own SVM clinics to supplement the school curriculum by focusing on current trends and new therapies in equine medicine and surgery and by holding wetlabs to give students hands-on experience with equine patients. We will also be representing the SVM at the Midwest Horse Fair, planning field trips, hosting an all-weekend dentistry seminar, and other exciting events. The Equine Club welcomes students with all levels of horse experience who have an interest in meeting other “horse-crazy” students!

Feline Club

Student Chapter of the American Association of Feline Practitioners

The objectives of the Feline Club are to promote the interest and increase the knowledge of veterinarians and veterinary students in the field of feline medicine and surgery, and to work toward improving the health and welfare of felines. Our club has established a Feline Behavior elective, sponsored “feline” speakers, collected pet food for distribution at a local food pantry,

held a neuter wetlab, and produced and distributed a brochure on managing allergies in cats. We welcome you to join us!

Gay-Straight Veterinary Alliance (GSVA)

The purpose of GSVA or Gay-Straight Veterinary Alliance is to provide education and a supportive environment for LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Queer & Questioning) students, faculty, staff, and friends within the UW-Madison School of Veterinary Medicine.

Integrative Veterinary Medicine Club

Student Chapter of the American Holistic Veterinary Medical Association

The goals of IVMC are to provide an introduction and educational opportunities in holistic veterinary medicine to students. We sponsor speakers in topic such as animal behavior, acupuncture, herbal medicine, chiropractic, massage therapy, homeopathy, nutrition, and other complementary methods of healing. Past activities include a journal discussion group, panel discussion on ethics and participation in local and national workshops and conferences. We welcome all those with an open mind, diverse opinions, and the willingness to explore alternatives.

Student Chapter of the International Veterinary Academy of Pain Management

The International Veterinary Academy of Pain Management is a multi-disciplinary organization that seeks to promote the acquisition and dissemination of knowledge related to the biology and clinical treatment of pain in animals. Stakeholders in this process include a wide cross-section of individuals. The Academy seeks to: provide forums for communication among all interested parties of knowledge concerning the biology and treatment of animal pain, provide continuing education in the area of pain recognition and treatment, and establish a process whereby veterinarians with a special interest in the area of animal pain management can meet a set of prescribed objectives that will ultimately lead to certification as a specialist in the management of animal pain. Finally, the Academy seeks to promote humane, scientific investigation into the biology of animal pain and the assessment of the efficacy of defined treatment modalities.

Laboratory Animal Medicine Club

Student Chapter of the American Society of Laboratory Animal Practitioners

Our mission is to expose veterinary students to unique niches in veterinary medicine by exploring lab animal medicine as a career choice. The Laboratory Animal Medicine Club (LAMC) will introduce students to various aspects of lab animal medicine including, how to get into such a career, special training needed, what a lab animal veterinarian does on a daily basis, where career opportunities might be located and pros and cons of this career path. Our club will provide students with opportunities to meet with lab animal veterinarians to ask them questions regarding their career, as well as provide connections for vet students interested in job shadowing a lab animal vet. We will make efforts to provide field trip experiences to expose students to unique aspects of this field.

Pathology Club

Student Chapter of the American College of Veterinary Pathologists

The Pathology club was formed to stimulate interest in and help students improve their knowledge about both anatomical and clinical pathology through lectures, wetlabs, rounds, and case studies. For students interested in pursuing a career in Pathology, the club is also a resource with information and assistance for externships, internships, and other extracurricular opportunities. As a student chapter of the ACVP, the club gets a subscription to *Veterinary Pathology* and is eligible to receive funding in order to send members to the ACVP annual meeting. Come find out what we have planned and be a part of the grossest club at UW School of Vet Med!

Porcine Interest Group (a member of the Production Medicine Club)

Student Chapter of the American Association of Swine Practitioners

The Porcine Interest Group's (P.I.G. Club) main goal is to familiarize novice students and to supplement experienced students with current trends in swine medicine through the sponsorship of speakers and other hands-on events. Some of these events have included piglet processing field trips, swine reproduction labs, and tours of swine facilities. The P.I.G. Club's largest event is the annual "PIG Out," a year-end celebration attended by faculty, staff, and students each spring.

Public and Global Health- No description provided

Rural Area Veterinary Services (RAVS)

Rural Area Veterinary Services (RAVS) is a non-profit organization that aims to assist individuals that are unable to obtain proper veterinary care for their animals. It is funded in part by the Humane Society of the United States. The primary target population is people in rural

areas that lack adequate veterinary services. RAVS relies on veterinary students to volunteer for trips throughout the country and abroad in an effort to vaccinate and surgically sterilize as many animals as possible. This service is invaluable to participants, pets, and pet owners alike. Students gain real world practical experience in surgical techniques under the supervision of veterinarians while the people obtain needed veterinary care free of cost. RAVS club was formed in the spring of 2003 with the primary goal of the club to prepare students for trips by providing them with practical skills (such as surgical techniques, proper anesthesia monitoring, and suturing).

S.A.V.E. Club

Student Chapter – Alliance of Veterinarians for the Environment

SAVE aims to promote awareness of environmental issues and their effects on animals among the students at the School of Veterinary Medicine. We achieve this goal by hosting speakers and sponsoring hands-on activities. We organize Earth Day activities, sell reusable ChicoBag nylon shopping bags, and sponsor the bi-annual Lakeshore Clean-up to help beautify the Mendota lakeshore path. SAVE is a way for students to get involved in caring for the environment that is home to all of us, our pets, and our future patients.

Shelter Animal Medicine Club

SAM has a recent history at the SVM, and exists to support the growing need for future veterinarians interested in shelter medicine. As the homeless pet population continues to grow, so does the need for dedicated individuals to provide care for thousands of dogs, cats, and other companion animals in need of adoptive families. Often this care takes place within the confines of tight budget and limited space. SAM supports this effort by providing veterinary students with opportunities for additional spay and neuter surgery skills beyond the classroom, bringing in outside speakers involved in shelter medicine work, hosting volunteer days at local area shelters, and recently, we have organized a continuing education course for students and veterinarians to broaden their shelter medicine knowledge and skills.

Small Ruminant Club (a member of the Production Medicine Club)

Student Chapter of the American Association of Small Ruminant Practitioners

The Small Ruminant Club is looking to broaden students' experience sheep, goats, llamas, alpacas, deer, and elk. Club activities include llama packing trips, sheep shearing, herd health visits, lambing and kidding season field trips, and featured speakers.

Student Chapter of the Veterinary Emergency and Critical Care Society

Wisconsin Chapter of SVECCS

Because emergency and critical care medicine has not been an area of focus for the VMTH, the Wisconsin Chapter of the Student Veterinary Emergency and Critical Care Society is dedicated to providing opportunities for veterinary students to learn what emergency medicine is all about. We organize the Small Animal Critical Care class each fall, provide veterinary CPR training each semester, host a top notch continuing education conference in emergency and critical care medicine in February, and provide exciting lectures from VMTH clinicians and independent emergency vets throughout the school year. We are intimately associated with the national SVECCS organization, and are pledged to send several veterinary students to the International Emergency and Critical Care Symposium every fall. If you plan on treating companion animals as a veterinarian, you will see emergencies, and you will have critical cases. We are here to help you learn what to do.

Veterinary Ethics Club

The Veterinary Ethics Club was organized in 1997-98 to promote awareness of and encourage dialogue on issues that concern the ethical treatment of animals with respect to veterinary medicine. We host lunchtime speakers from a variety of perspectives and co-sponsor (with the Production Animal Medicine clubs) the annual Farm Animal Wellness Seminar. Our main fundraiser each year is a t-shirt sale.

Veterinary Students as One in Culture and Ethnicity

VOICE, or Veterinary Students as One in Culture and Ethnicity, is part of a national movement to give veterinary students appreciation for people of all cultures and backgrounds. Among many different goals, VOICE strives to create a campus environment embracing diversity and promoting the success of all students, support recruitment of minority students, increase awareness to socio-cultural issues within the veterinary field, and promote the veterinary profession to the surrounding community.

Wildlife, Exotic, and Zoo Animal Medicine

Student Chapter of the American Association of Zoo Veterinarians

Student Chapter of the International Wildlife Rehabilitation Council

Second in size only to SCAVMA, the Wildlife, Exotic, and Zoo Animal Medicine Club (WEZAM) is a key player in supplementing the SVM Exotic curriculum. By sponsoring speakers, field trips, and hands-on wetlabs, we provide current information on a variety of topics, including pocket pets, wildlife rehabilitation, zoo vets, and much more!

GUIDELINES FOR CLUB PRESIDENTS

Club Presidents are considered members of the **SCAVMA Executive Board**

- Club Presidents are **expected** to attend Executive Council Meetings. If you cannot attend, you should send your Vice President or another club officer in your place (Held on the **third Thursday** of every month). If needed, an additional meeting will be held on the first Friday of the month.
- Club Presidents should attend General Meetings to make club announcements. (Held on the **fourth Thursday** of every month)
- Clubs **MAY NOT** schedule noon meetings or events on these days

Special Interest Groups

Article 21 – SCAVMA Constitution and By-Laws

1. The Chapter recognizes and supports all special interest groups and clubs which fulfill the following:
 - a) Maintain a written Constitution (give copy to SCAVMA).
 - b) Have a faculty Advisor.
 - c) Fulfill VMSS staffing and microwave/fridge cleaning requirements.
 - d) Have *at least* fifteen members who are in Good Standing (attended at least two club meetings/events by the end of the Fall semester).
 - e) Have registered their organization with SOO (see section below).
2. The **Club President** (or representative appointed by the President) of any SCAVMA Recognized Special Interest Group will be considered to be a **member of the SCAVMA Executive Board** for his/her year of leadership, will have one executive vote and will be eligible to apply for Club Educational Funds.

Duties as part of the SCAVMA Executive Board

Article 1 – SCAVMA Constitution and By-Laws

The Executive Board Shall:

1. be the administrative body of the Student Chapter of the American Veterinary Medical Association
2. function as the governing board of the student body
3. function as the governing board of the Veterinary Medical Student Supply (VMSS) Store
4. have the duty of carrying out the provisions of the constitution and bylaws in its organization of the student body

General Information

1. If the SCAVMA President has not already done so, reserve rooms for all club meetings for the semester with Katherine DeForest in OAA. Please follow the Monthly Club Meeting Calendar to minimize conflict and overlap. In order to accommodate all SCAVMA recognized clubs, we request no more than two different club meetings on any given day. You may not schedule meetings/events on SCAVMA Executive or General Council meeting dates
2. SCAVMA meetings and Club meetings are posted on the **SCAVMA Bulletin Board**. This calendar is maintained by the SCAVMA **Corresponding Secretary**. Please provide this person with information about all your club's events and meetings, special speakers and seminars.
3. **Clubs need to register with the UW-Madison Student Organization Office (SOO) each fall.** (Registration with SOO allows your club to use University facilities, qualify for university funding, etc.). Online Registration is available via <http://soo.studentorg.wisc.edu>
Contact info: Yvonne Fangmeyer, Acting Director
239 Red Gym, 716 Langdon Street
Phone: (608) 263-0365 Fax: (608) 265-8184
Email: soo@redgym.wisc.edu
4. Each club is issued a **Club Board** and **Mailbox**.
5. Club Presidents should provide their **name and email address** to the SCAVMA President and Recording Secretary so they may be added to the Exec Council email list.
6. Club Presidents should provide **new officer information** to SCAVMA within one month of club elections so we can update our email lists and the Student Handbook. Clubs may also want to update their club description, which is also included in the Student Handbook. Revised descriptions can be submitted to the SCAVMA President.

Guidelines for Meetings and Special Events

1. Reserve dates/time/location with Katherine in OAA, inform the SCAVMA Corresponding Secretary and announce events at SCAVMA meetings.
2. Facility Use Approval Forms and Alcohol Permits are available from Michelle Parker in the Dean's Office. Completed forms are attached to a routing slip so the correct signatures are obtained. You will receive a copy when the form is approved (plan ahead as obtaining the signatures make take a few weeks).

3. Signs advertising your club's event should be posted **ONLY** on bulletin boards located around the building. **Please DO NOT tape signs onto walls or any surface other than the bulletin boards.** (The school has easels which can be used to hold signs on the day of the event. Inquire in OAA for permission to use them.) **ALSO**, your club is responsible for removing these signs as soon as possible after your event.
4. If there will be food served at your event, you must sign up in OAA at least a week prior to the event. We must do this so that the Feed Bag can adjust their food order for that day.

Guidelines for SCAVMA Club Educational Funds

Article 23 – SCAVMA Constitution and By-Laws

1. SCAVMA Educational Funds are intended to provide broad-based education opportunities for students. Therefore, funding should be targeted toward sponsorship of appropriate educational opportunities, including but not limited to: in-house workshops, speakers, and/or wet-labs; club participation in fairs, exhibitions, and related events; and conference attendance and registration. *Food and concessions are funded only when they enhance an educational purpose (for example, lunch served while hosting a guest speaker would be fundable, but food for an officer holiday party would not be funded).*
2. The total amount of funds available for each club is determined each year by the budget committee. The maximum amount for this year is \$500 per club.
3. Club Fund Requests must be presented to and approved by the Executive Board at an Executive Board meeting **PRIOR** to the event. Fund request forms can be found by the SCAVMA bulletin board and should be turned into the SCAVMA inbox prior to the next Executive Board meeting.
4. **Obligations:** Clubs must meet SCAVMA requirements as a Special Interest Group (as described above) in order to qualify to receive Educational Funds. This means clubs **MUST** fulfill their obligation to work in the VMSS and clean the microwaves/fridges during their assigned week.
5. **Restrictions:**
 - i. No fourth year externships will be funded.
 - ii. Attendance to in-town conferences or events will not be funded unless the cost of attendance exceeds \$50.
 - iii. If an individual requests funding for a specific event, they will not be eligible for funds through any Special Interest Groups for the same event. On the same order, if an individual is included in a club's request for funds for an event, then they are not also eligible for individual funding for that same event.
6. **Penalties:**

- i. If a Special Interest Group fails to meet the requirements outlined above, then the following measures shall be enforced, as deemed by the Executive Council.
- ii. An infraction is **any single time** that an obligation is not fulfilled (i.e., missing a single VMSS store staffing day).
 1. First infraction: 10% of the Special Interest Group's yearly total for educational funds will be withheld.
 2. Second infraction: 30% of the Special Interest Group's yearly total for educational funds will be withheld.
 3. Third infraction: 60% of the Special Interest Group's yearly total for educational funds will be withheld.
 4. The percentage taken for each infraction is calculated from the total amount allotted to the special interest group at the beginning of the budget year. The dollar amount attributed for each infraction is withheld regardless of how much the group has used to date or has left available.
 5. If a Special Interest Group exceeds the amount originally allotted to them at the beginning of the Budget year, the amount will be taken out of the Special Interest Group's next year educational fund allotment.

DIRECTIONS FOR APPLYING FOR CLUB EDUCATIONAL FUNDS

1. Obtain a **Club Funds Request Form** by the SCAVMA bulletin board.
2. Complete the Funds Request Form and submit it to the **SCAVMA's inbox prior** to the next Executive Board meeting.
3. The Club Funds Request will be presented to and approved by the SCAVMA Executive Board at an Executive Board meeting **prior** to the event.
4. Obtain a **Check Request Form** by the SCAVMA bulletin board.
5. Submit the Check Request Form to the **SCAVMA Treasurer** for payment.

IMPORTANT POINTS

- Clubs are encouraged to use the full \$500 allotted to them each year.
- **Club Funds must be requested PRIOR to the event. No exceptions.**
- Clubs should encourage their members to apply for funding through their club for club-related events (e.g. conventions, conferences, workshops) **BEFORE** applying directly to SCAVMA for Individual Educational Funds. More money is budgeted toward club fund requests than individual fund requests.
- **The club can decide what qualifications are necessary** for members to be eligible to receive funds.

- If the applicant meets those qualifications and the club decides to fund the member, the club can present a club funds request to SCAVMA. In this way, SCAVMA money can be more effectively distributed to many students.

CLUB MEMBERSHIP FEES

- *Clubs will no longer charge membership fees when signing up members. They may, however, charge fees for laboratories and special events, or charge non-members a fee to attend.*
- *Instead, SCAVMA will pay each recognized Special Interest Group the sum of \$5 per member in Good Standing. In order for the clubs to benefit from these membership fees at the beginning of the academic year, SCAVMA will assume that each club will sign up fifteen members in Good Standing (members who have attended at least two club meetings/events by the end of the Fall Semester). Clubs with traditionally large memberships (30+ members, may request special consideration for additional membership fees). Club membership fees may be requested at any time beginning in September.*
- *Clubs must take attendance at all club meetings and events and are responsible for turning in a list of all club members in Good Standing to SCAVMA no later than **December 15th**. At that time, clubs may request additional membership fees if their members number more than 15, or will need to reimburse SCAVMA for any extra members it was paid for.*
- *During spring semester, new club members are less frequent, but clubs may request club membership fees for additional qualifying members after **March 15th**. Club Presidents will need to provide a year-end list of qualifying members no later than **May 1st** each year so that SCAVMA can estimate club membership fees during the annual budget committee meeting.*
- *The purpose of having SCAVMA pay out club membership fees is to simplify this process for clubs and to provide immediate access to club membership fees at the beginning of the academic year. This system operates on an “Honor Basis” and abuse will result in a club educational funding penalty as defined above.*