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 501.c6 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
Application for 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 or Grand Rounds for the current year of the veterinary curriculum, with the exception of the fourth year of the veterinary curriculum; and
(iii) Completes two or more SCAVMA point opportunities approved by Executive Board for the current year of the veterinary curriculum with the exception of the fourth year of the veterinary curriculum; and
(iv) 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. Following completion of the first year of the veterinary curriculum, dues for previous years are not able to be paid.

(ii) A second year student on the inactive student list must pay membership fees for that 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. Payment of second-year dues by the student who has not paid first-year dues will render that student eligible for all articles listed under Section 3.05 with the exception of articles (iv) and (vi). 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, 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. Payment of third-year dues by the student who has not paid first-year or second-year dues will render that student eligible for all articles listed under Section 3.05 with the exception of articles (iv) and (vi). 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.
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

Individuals who have paid dues, but have not yet met other requirements to be considered a member in good standing for that year in the veterinary curriculum, are eligible for articles (i-ii) and (v-vi). To be considered a member in good standing, all requirements listed under Section 3.03 must be completed before the end of the current year in the veterinary curriculum.

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 him or herself as he or she decides. Termination of membership requires a quorum and a two-thirds (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)
• President of each recognized Special Interest Group (SIG)
• Fundraising Chair
• Fundraising Chair-Elect

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 SIGs at an Executive Board meeting.

Section 5.02 Responsibilities of the Executive Board
The Executive board shall:

(i) Serve as the administrative body of SCAVMA by carrying out the provisions of these Bylaws;
(ii) Function as the governing board of the Veterinary Medical Supply Service (“VMSS”) and the Pet Food Store (“PFS”);
(iii) Approve requests for funding by SCAVMA members and Special Interest Group;
(iv) Approve the annual fiscal budget prior to presentation at a general meeting as described in Section 11.01 Fiscal Year Budgeting;
(v) Review and approve amendments to these Bylaws as described in Article 16, Amendments; and
(vi) 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 fifteen (15) members as follows:

- President
- Vice-President
• Recording Secretary
• Corresponding Secretary
• Treasurer
• President-Elect
• Vice-President-Elect
• Recording Secretary-Elect
• Corresponding Secretary-Elect
• Treasurer-Elect
• Fundraising Chair
• Fundraising Chair-Elect
• Social Chair
• Social Chair-Elect
• SAVMA Senior and Junior delegates

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) Preside over SCAVMA Auction fundraising, preparations, and proceedings with the assistance of all available officers during summer months;
(viii) Delegate additional responsibilities among the officers and other executive board members;
(ix) Train and mentor the President-Elect; and
(x) 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) Supervise President-Elect 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 and officer 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 event volunteer lists from club presidents in order to maintain a record of
     SCAVMA points earned by each member, assist students in determining their
     SCAVMA status via email;
(vii) 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;
(viii) Perform other duties as assigned by the President;
(ix)  Train and mentor the Recording Secretary-Elect; and
(x)   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. This includes creating and posting signs for SCAVMA events, updating
     the white boards in each lecture hall, and providing email reminders of Executive
     Board and General meeting.
(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, Treasurers, Secretaries, etc., and publish these roles on the SCAVMA website;
(vii) Promptly supply the representatives of the AVMA with information upon request;
(viii) Perform other duties as assigned by the President;
(ix) Train and mentor the Corresponding Secretary-Elect; and
(x) 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. If a disbursement must be made to the Treasurer, the signature of a second signer, selected from among current SCAVMA President or Vice-President, must be solicited;
(ii) With the President, act as purchasing agent for SCAVMA;
(iii) Serve on the Executive Board;
(iv) Be prepared to report expenditures and income and progress against the current budget upon request at each general and executive meeting;
(v) Ensure accurate balancing of all accounts at the completion of the spring semester in order to transition these accounts to the incoming Treasurer;
(vi) File all necessary reports including but not limited to monthly sales tax and annual income taxes;
(vii) Collect membership and attendance records each semester from club officers and assemble this membership data for official requests;
(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) Preside over Executive Board and General meetings under guidance of Vice President when President is not present;
(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) Perform other duties as assigned by the President; and
(iv) 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) Obtain, aggregate, and analyze budget reports from the treasurers of each Special Interest Group;
(iv) Perform other duties as assigned by the President; and
(v) 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. 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. Therefore, at most times two SAVMA Delegates shall be in service: Junior SAVMA Delegate, and Senior SAVMA Delegate. All delegates shall participate in SCAVMA business but only receive two (2) votes at Executive Board meetings.

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 SAVMA/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;
(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.

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. 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 (with reference to the annual budget and funds available). 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) Serve on the Executive Board; and
(x) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as IVSA Delegate.

Section 7.05 Social Chair
The Social Chair shall be elected as described in Article 8 Elections and Terms for Specific SCAVMA Positions.

The Social Chair shall:

(i) Organize annual social events;
(ii) Develop new social events;
(iii) Determine distribution of funds donated for the purpose of social events;
(iv) Attend Executive Board meetings

Section 7.06 Fundraising Chair
The Fundraising Chair as described in Article 8 Elections and Terms for Specific SCAVMA Positions.

The Fundraising chair shall:

(i) Form and chair Fundraising Committee in accordance with Article 10: Committees.
(ii) Organize meetings regarding fundraising activities as necessary.
(iii) Organize fundraising events and strategies to support SCAVMA financially.
(iv) Solicit donation from organizations, both vet-related and not.
(v) Ensure said donations comply with University policies on industry relations.
(vi) Train and mentor the fundraising chair-elect.

The Fundraising Chair-Elect shall:

(i) Assist the Fundraising Chair
(ii) Automatically assume the position of Fundraising Chair at the termination of the incumbent Fundraising Chair’s term in office.
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.

Section 8.03  Terms of Office for Elected SCAVMA Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Semester of Election</th>
<th>Year of Eligibility</th>
<th>Term of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>Spring</td>
<td>Must be a first year at time of election</td>
<td>May – May (one year)</td>
</tr>
<tr>
<td>Vice President-Elect</td>
<td></td>
<td>Primary service during second year</td>
<td>Assume office May 1 immediately after election – serve until May 1 of second year</td>
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<tr>
<td>Recording Secretary – Elect</td>
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<td></td>
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<tr>
<td>Corresponding Secretary – Elect</td>
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<td></td>
<td></td>
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<tr>
<td>Treasurer-Elect</td>
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<td></td>
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<tr>
<td>President</td>
<td>N/A</td>
<td>Primary service during third year</td>
<td>May – May (one year)</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td>Assume office May 1 of second year – serve until May 1 of third year</td>
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<tr>
<td>Recording Secretary</td>
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<td>Corresponding Secretary</td>
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<tr>
<td>Treasurer</td>
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<tr>
<td>Social Chair-Elect</td>
<td>Fall</td>
<td>Must be a first year at time of election</td>
<td>November – May</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Primary service during first year</td>
<td>Assume office November 1 immediately after election – serve until May 1 of first year</td>
</tr>
<tr>
<td>Social Chair</td>
<td>N/A</td>
<td>Primary service during second year</td>
<td>May – May (one year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assume office May 1 of first year – serve until May 1 of second year</td>
</tr>
<tr>
<td>Junior SAVMA Delegate</td>
<td>Fall – No later than</td>
<td>Must be first year at time of election</td>
<td>January – December (one year)</td>
</tr>
<tr>
<td></td>
<td>November 15</td>
<td>Primary service spans from first year to second year</td>
<td>Assume office January 1 of first year – serve until December 31 of second year</td>
</tr>
</tbody>
</table>

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### 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.

The Associate Dean of Academic and Student Affairs may serve as an adjunct advisor and may obtain a non-DVM status with the AVMA, forgoing the necessity of a formal D.V.M./AVMA status.
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:

- Fundraising 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 Fundraising Committee
(i) Composition - The Fundraising Committee shall consist of the Fundraising Chair, the Fundraising Chair-Elect, and five first-year veterinary medical students who are SCAVMA members.

(ii) Chairperson - Fundraising Chair
(iii) **Responsibilities** - This committee shall organize SCAVMA fundraisers, working closely with the SCAVMA Treasurer and SAVMA Delegates to ensure all SCAVMA events and activities maintain funding. This committee will adhere to the University policies for corporate and industry interactions.

**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 to prepare a budget and guide that budget through the approval process as follows.

(i) Treasurer 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. The main purpose and majority of funds should not be designated to food and drink. 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;
Submit the monthly deposit to the Treasurer at the end of each month;
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
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 discounted 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:

(i) Product must be donated at a discounted rate to the PFS; and,
(ii) 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, PFS Staff shall be in service at any given time (number of employees will be determined by the PFS manager and SCAVMA executive board based on funding available for salaries).
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 first and 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 second or 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) Set hours for the PFS and ensure the PFS is open as regularly scheduled to achieve customer service and sales goals;
(iii) Complete scheduling to ensure daily staffing of the PFS;
(iv) Work in the PFS as scheduled;
(v) Unload orders when shipments arrive
(vi) Act as the sole ordering agent for the PFS;
(vii) Maintain an accurate record of PFS inventory and pricing and ensure adequate inventory in the store;
(viii) Ensure security of PFS assets;
(ix) Submit the monthly deposit to the Treasurer at the end of each month and work with the Treasurer to ensure accuracy of financial bookkeeping;
(x) 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;
(xi) Analyze PFS sales trends to-date then submit an operating budget for the upcoming fiscal year prior to the end of spring semester; and
(xii) 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) Attend the annual Club Leadership Officer Orientation (“CLOO”);
(iv) Coordinate at least two educational activities open to all SCAVMA members which are aligned with the specific objective of the SIG per semester;
(v) 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) Record attendance at every club activity;
(vii) 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) Document names of students earning SCAVMA Points and dates on which those points were earned then submit those records to SCAVMA;
(ix) 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) Submit a treasurer’s report at the end of each semester to the Treasurer and Treasurer-Elect;
(xi) Maintain bulletin board content including a list of current officers and their contact information;
(xii) Provide additional information to SCAVMA officers upon request;
(xiii) Fulfill VMSS staffing requirements as directed by SCAVMA;
(xiv) Fulfill kitchenette cleaning requirements as directed by SCAVMA; and
(xv) 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 (i.e. one per lecture hall). 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 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 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:

i. The club 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.

ii. The club 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 Other funding opportunities for SIGs
Clubs are permitted and encouraged to partake in fundraisers to supplement their income. The following are guidelines for club fundraising:

i) Established fundraisers for various clubs can be found in Attachment 5.
ii) To avoid competition between SIGs, and between SIGs and VMSS, items sold by one entity should not be sold by the other.
iii) All new fundraising events must be presented at the SCAVMA executive board meeting and a 2/3 majority vote by the Executive Board must be obtained before the fundraising is initiated.

All approved fundraising events will be added to Attachment 5 and do not need to receive approval on subsequent occasions.

Section 14.06 Recognized Special Interest Groups
A list of SIGs recognized by SCAVMA is on the SCAVMA website, and in attachment 3 at the end of this document. A SIG must be on this list to receive SCAVMA support including financial resources.

Section 14.07 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.

**Article 15  SCAVMA Points**

**Section 15.01 Approval of SCAVMA Points**
SCAVMA point opportunities must be submitted to SCAVMA by 1pm of the Monday before the following Executive Board Meeting. The opportunities will be distributed to the members of the Executive Board for consideration and approval. Final approval will be made when a 2/3 majority of votes of the Executive Board has been made.

SCAVMA point opportunities that come up during the school year that occur before approval can be made at the next Executive Board Meeting should be emailed to the SCAVMA officer board (via the SCAVMA email), and approval will be discussed.

Any SCAVMA points that are submitted for approval over the summer term must be emailed to the SCAVMA officer board (via the SCAVMA email address). The SCAVMA officer board will send the proposal out to the Executive Board for feedback, and ultimately will approve or deny any opportunities within a week of submission.

**Article 16  Amendments**

**Section 16.01 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 16.02 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.
February 2015

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The Fundraising Chair-Elect shall:
(i) Assist the Fundraising Chair
(ii) Automatically assume the position of Fundraising Chair at the termination of the incumbent Fundraising Chair’s term in office

Article 8 Elections and Terms for Specific SCAVMA Positions
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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 in good standing with SCAVMA may apply for SCAVMA Individual Education Funds during each academic year. Things that do not qualify for individual fund reimbursement include any food and drink, travel and accommodations for required ambulatory rotations, travel that is within 50 miles of school, or travel with the intention of seeking out externship or non-post graduate “internship”.

Rates of Reimbursement
Upon completion of all other requirements, SCAVMA will reimburse each student 75% of submitted receipts with a maximum of $200 per academic year for a single or multiple educational opportunities.

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 core 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.
- Travel with the intention of seeking out externship or non-post graduate “internship” opportunities will not be funded.
- Receipts must be produced and explained for each transaction included in the request.
- Max of $800 individual funds can be disbursed between admission and completion of the DVM curriculum.

  a. These are the criteria for disbursement of individual funds in special circumstances.

     i. An individual taking a year off for Research or other circumstances and wants to use their individual funds or is a club officer during that year must be in good standing per section 3.03.

     ii. If a student is taking a year off and is not a club officer or is requesting individual funds for that academic year, the requirements in section 3.03
do not apply for that academic year. They will be considered in good standing when rejoining DVM curriculum.

**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) and attend a prospective Executive Board meeting prior to the events occurrence;
  a. Any conflict in attending the prospective Executive Board meeting, the individual should email SCAVMA the Monday before the Executive Board meeting
  b. Emergencies will be considered on a case-by-case basis by the SCAVMA officer board
- Obtain two 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 within 2 weeks of your event during the semester, and within 2 weeks of returning to school in the fall/spring semester following a summer/winter experience.

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 (YELLOW FORM) and submit the completed form to SCAVMA mailbox by Monday at 1pm, prior to a scheduled Executive Board meeting,
3. Prior to the event, attend the subsequent Executive Board meeting to defend the request (not required of fourth year students)
4. Participate in the event
5. Fulfill membership requirements listed in section 3.03
6. Complete and submit SCAVMA’s current Individual Check Request Form (PURPLE FORM) in its entirety and include all relevant receipts and documentation, within two weeks of your event’s completion –OR- conduct a presentation of your event

**Individual Funds as a Fourth Year Student**
Third year funds will be available from September of the third curricular year to September of the fourth curricular year. Fourth year funds will become available in May of the fourth curricular year (i.e. when clinics start) until May of the graduation year (i.e. the end of clinics). Students need to be in good standing with SCAVMA during the third year to receive those funds (listed in Section 3.03), but only need to pay SCAVMA/SAVMA dues to be considered in good standing for their fourth year (and be in good standing years 1-3).

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.

Guidelines 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 (e.g. I would recommend going after the 2nd 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 persons in attendance enough time to write down this information. The 2-week requirement for check request forms is not applicable in this situation, but presenters should make an effort to notify SCAVMA about when their presentation will be. You will not be reimbursed until you have completed your presentation.
Animal Behavior Club (ABC)
Avian Club
Bovine Club
Christian Veterinary Mission Fellowship (CVMF)
Companion Animal Club (CAC)
Diagnostic Imaging Club (DIC)
Equine Club
Feline Club
Integrative Veterinary Medicine Club (IVMC)
Laboratory Animal Medicine Club (LAMC)
Pain Management Club (IVAPM)
Pathology Club
Porcine Interest Group (PIG)
Public and Global Health Interest Group (PGHIG)
Rural Area Veterinary Services (RAVS, HVSMA) Club
Shelter Animal Medicine Club (SAMC)
Small Ruminant Club
Student Veterinary Emergency and Critical Care Society (SVECCS)
Veterinary Medical Aquaculture Club (VMAC)
Veterinary Medical Outreach Organization (VMOO)
Veterinarians as One in Culture and Ethnicity (VOICE)
Veterinary Business Management Association (VBMA)
Wildlife, Exotic and Zoo Animal Medicine (WEZAM)
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 on the Monday before a scheduled Executive Board meeting, at 1pm
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.
SCAVMA Sponsored Club Event Funds

Overview

$200 limit for events on a first come first serve basis until budgeted amount is reached. Anything requested above $200 will be considered a loan and expected to be paid back by end of fiscal year JUNE 30th. The required form has to be submitted for approval at the Executive meeting prior to the event (Monday before the meeting, at 1pm), and a subsequent expense report has to be filed by the end of the fiscal year. None of the funds may be used for food or drink. Fundraisers, social events, and travel to conventions/symposiums qualify for application of these funds.

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. Before the event submit the sponsored club event funds form to be approved by the executive board. This must be submitted by Monday, at 1pm, prior to the Executive meeting.
3. Attend the subsequent Executive Board meeting to defend the request
4. Within the current academic year, complete SCAVMA’s current Check Request Form indicating the submission is for Club Membership Funds

Payment

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

Penalties

Payment will be made in the same manner as described in the previous section
<table>
<thead>
<tr>
<th>ATTACHMENT 5 – SCAVMA APPROVED SIG FUNDRAISERS</th>
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| **WEZAM** | Recycling: inkjets, laptops, cell phones, small electronics  
Annual Conference  
VMSS T shirts and sweatshirts |
| **Shelter Animal Medicine** | Red Dingo Tag Sale |
| **VBMA** | Professional Clothing Sale |
| **Equine Club** | Silent Auction and Symposium for Serious Horse Owners  
50/50 raffle |
| **Animal Behavior Club** | Annual Behavior conference  
VMSS items |
| **Feline Club** | VMSS |
| **PIG Club** | Pig out with Silent Auction |
| **VMOO** | VMSS |
| **GSVA** | Annual Drag show |
| **LAMC** | Lapel pin sales |
| **IVMC** | VMSS |
| **SVECCS** | Spring CE conference |
| **CAC** | VMSS, previously Dog Jog |
| **Bovine Club** | Pella coverall sale |
| **CVMF** | Surgery cap, cat grass, homemade dog treat and horse treats sale  
Penny wars  
Football game fundraiser |
| **Avian Club** | Wise Owl Trivia |