ATTACHMENT V. INDUSTRY STUDENT REPRESENTATIVE COMMITTEE GUIDELINES

Attachment Section 5.01

OVERVIEW OF THE INDUSTRY STUDENT REPRESENTATIVE POSITION

(A) The Industry Student Representative (hereinafter will be referred to as “ISR”) position will be regulated according to the guidelines established by the UW-Madison, SVM. Whereas governing of the ISR position including student selection into the position, involvement, compensation, and functionality will be regulated by the Executive Officer Board of the Chapter and described herein Article 14 and its subsequent sections.

Attachment Section 5.02

DEFINITIONS, ABBREVIATED, ASSOCIATED WITH THE INDUSTRY STUDENT REPRESENTATIVE GUIDELINES (ADAPTED FROM THE DECEMBER 2016 EDIT OF THE UW-MADISON, SVM “INTERACTIONS WITH INDUSTRY” GUIDELINES)

(A) Student: All individuals registered with the UW-Madison’s Office of the Registrar and who’s Academic Program is designated as “Doctor of Veterinary Medicine” (hereinafter will be referred to as “DVM”), as defined by Section IIA of the SVM’s Academic Standards and Associated Procedures for The Doctor of Veterinary Medicine Degree Program. This hereby excludes interns, residents, dual-degree students, and veterinarians completing continuing education from partaking in and/or accepting the ISR opportunity.

(B) Faculty and Staff: All individuals holding employment at the SVM.

(C) Industry or Industry Representatives: Manufacturers, servicers, and other vendors of pharmaceutical, medical and veterinary medical devices and supplies, commercial products, and medical and veterinary medical testing companies and their employees, representatives, agents, and vendors.

(D) Gifts and services to faculty, staff and students: Gifts and services to faculty, staff, individual students and student organizations include any item or service of value and include, but are not limited to, pens, food and beverages, back-packs, items of clothing, books, sporting/concert tickets, etc.

Attachment Section 5.03

UW-MADISON, SVM GUIDELINES TO EMPLOYMENT AS A(N) INDUSTRY STUDENT REPRESENTATIVE

(A) The following information are direct excerpts from the December 2016 edit of the University of Wisconsin-Madison, School of Veterinary Medicine “Interactions with Industry”:

(i) “Student representatives: Students or trainees may not be employed by a company to serve as their representative; they can serve as a representative if it's an unpaid position. If a company is interested in presenting an educational seminar to DVM students, companies can contact leadership from specific student organizations through the Chapter or through the Office of Academic Affairs to identify appropriate venues or club meetings.”

(ii) “Financial support of educational programs: Industry and industry representatives with an interest in the financial support of SVM courses and programs are encouraged to do so through contributions to a general educational enhancement fund. Such contributions will be made through the University of Wisconsin Foundation and recognized through a written acknowledgement of the company in materials regarding the fund. No company may have the ability to deny participation by any other company or organization, nor may they stipulate the specific use of the funds. Company logos can be used to acknowledge the donation and support of these companies at the educational program.”

Attachment Section 5.04

CHAPTER GUIDELINES TO INDUSTRY STUDENT REPRESENTATIVE ELIGIBILITY

(A) To be eligible for the ISR opportunity, students must adhere to the following:
(i) Must be a concurrently enrolled student in the Second Year (Year 2) or Third Year (Year 3) of the DVM program as defined by the Policies, Guidelines, and Standards for DVM Students at UW School of Veterinary Medicine

(ii) Must be in “Good Standing”, academically, as outlined and defined by the Policies, Guidelines, and Standards for DVM Students at UW School of Veterinary Medicine

(iii) Must meet the “Tier I” membership requirements set forth and described in these bylaws

(iv) Each eligible student may only act within the ISR role for (1) designated for-profit-commercial entity of a specific category (i.e. a student may not act as an ISR for both Purina and Hill’s)

Attachment Section 5.05

INDUSTRY STUDENT REPRESENTATIVE COMMITTEE

(A) Companies are allowed to have their own application processes for the ISR position. However, students and/or companies must inform the Chapter of their reception of position as soon as notifications are sent.

(B) Students who have accepted their role as a ISR will be required to join the Chapter’s “Industry Representative Committee” (hereinafter will be referred to as the “IRC”). The IRC will act as the primary means of communication between the UW-Madison, SVM and their individual employing entities.

(C) IRCs that are a part of this committee will be required to host (1) meeting and/or wetlab which acts to support the advancement of the student body’s education.

(D) The meetings and/or wet-labs can utilize the company’s logo on any printed documents;
   (i) If food will be provided, the company/industry can directly pay for the food;
   1) If a guest speaker is invited, then their presentation must be sent to the Associate Dean for Academic Affairs prior to the established presentation date.
   (ii) Any supplies for the wet-lab must be expressly donated to the Chapter which should be mailed/delivered to the UW-Madison, SVM, directed to the Chapter, and placed in the in the care of the industry’s respective ISR;
   (iii) Presentations to the student body by corporate entities must be balanced and limited to evidence-based information.

(E) The IRC must collectively provide a bi-annual summary of activities and events to the Chapter Treasurer-Elect. This bi-annual summary should include all financial expenditures, a detailed synopsis of each of the events, and an attendance log by December 31 (Conclusion of the Fall Semester) and by May 15 (Conclusion of the Spring Semester).

(F) Student representatives are responsible for interacting with the student body and providing information regarding lunches, lunch speakers, etc. They must adhere to the college calendar system and are not excused from any classroom activities unless approved by the Associate Dean for Professional Programs or the course instructor. If food or drinks are served, the student representative(s) are responsible for clean-up and trash collection.

Attachment Section 5.06

INDUSTRY COMMUNICATIONS WITH THE STUDENTS OF THE SVM

(A) Industries seeking to establish communications with the SVM should be directed to the President-Elect of the Chapter and include the following information in their initial email:
   (i) Industry Name
   (ii) Industry Representative Name and Title
   (iii) Industry Mission
   (iv) Reason for Contact

(B) If the initial contact for an industry is to establish a student representative program or other student-related programs within the SVM, then send those documents in the initial email as well and they will be reviewed in conjunction with the SVM’s OAA. Those documents, at minimum, should include:
   (i) Written information including expectations for time required for the student,
   (ii) How the student will be compensated
   (iii) What legitimate educational value will this relationship bring to the SVM

(C) If the Industry’s application process is externally held, then the newly selected student must inform the Chapter President-Elect of their representative position via email. This email should include:
(i) The student’s contact information,
(ii) The industry representative title and contact information, and
(iii) A copy of the industry’s student representative employment agreement

(D) Any UW-Madison, SVM registered list serve information shall not be shared with or distributed to any corporate entities and/or their associated constituents

(E) Any written agreements between a for-profit corporate entity and an individual student or student organization must be approved by the Chapter Officer-Elects, OAA, and any other parties deemed appropriate by the aforementioned SVM affiliated entities

(F) All industry-sponsored activities, whether on campus or off campus, must abide by SVM and UW-Madison’s rules and regulations. It is the responsibility of the student representative to guarantee that all activities meet appropriate guidelines

(G) The selection of the student to fulfill the role of an ISR for any for-profit labeled entity must be open to the entire student body population. However, Not-for-profit entities may elect to have their ISR personally recommend their successor so long as the successor fulfills the criteria set forth by these bylaws.

Attachment Section 5.07  INDUSTRY STUDENT REPRESENTATIVE COMPENSATION GUIDELINES

(A) As set forth by the December 2016 edit UW-Madison, SVM “Interactions with Industry” guidelines, a student may only serve as a representative if the position is unpaid. To ensure that such support does not inappropriately influence educational content, Industry support of student education shall most appropriately be provided as a donation to a general educational enhancement fund that is specifically used to advance the SVM student body educational experience. Henceforth, all financial support must be for unrestricted support of student scholarships or for the unrestricted support of educational programs. If any Industry offers monetary payment to the student fulfilling the ISR role, then the Industry can donate any and all monetary payments directly to the Chapter.

(B) Additionally, no single Industry shall have the ability to deny participation by any other organization (either competitor Industry entities or other organizations of any kind), nor stipulate the use of the funds. Funds shall be reserved for unrestricted support of student scholarships and/or for the unrestricted support of programs to enhance the educational experience of the SVM’s student body.

Attachment Section 5.08  PROHIBITED ACTIVITIES OF COMMERCIAL ENTITIES AND STUDENT REPRESENTATIVES WITHIN THE UW-MADISON, SVM

(A) In order to reduce the incidence of violating the December 2016 edit of the UW-Madison, SVM’s “Interactions with Industry” policy, commercial entities and IRCs acting on behalf of any Industry or commercial-for-profit entity are hereby prohibited from:
   (i) Distributing any company/industry pharmaceutical, nutraceutical, technology, or any other products within the UW-Madison, School of Veterinary Medicine and its affiliated medical facility, the Veterinary Medical Teaching Hospital
   (ii) Accept any “Gifts” from industry/companies which would be intended to be given to faculty, staff and/or students
   (iii) Industries shall not provide financial contributions that entail direct attribution to a single commercial company of a gift to a UW Health Sciences School for non-educational student events other than normal recognition activities that may be conducted in partnership with the Chapter.
   (iv) Students are not permitted to directly market any commercial products to other students, staff, or faculty on University property or using University resources. The direct dissemination of product materials to any student mailboxes, College bulletin boards, or through the University email system is prohibited.
   (v) Product advertisements from any Industry will not be allowed in or at the entrances to lecture halls or laboratory spaces
(A) Both the Commercial Entity and the individual ISR will be required to sign a written agreement that acknowledges:

(i) The student’s understanding that the ISR position primarily functions to enhance their networking experiences and abilities and that no compensation, of any form, will be attributed to their employment as an ISR.

(ii) No forms of compensation will be directly attributed nor publicized from entity directly.

(iii) The entity’s understanding that any form(s) of compensatory payment that was originally agreed upon will be donated to the Chapter by the conclusion of the period specified in the original entity-student contract of employment.

1) If monetary compensation was originally agreed upon, then the funds will be allocated to a “General Education Funds” pool and will only be used to benefit the SVM Student Body’s access to educational opportunities and experiences. These funds will, in no way, be attributable to any one (1) industry and will be represented on any, and all, advertisements.

2) If the form of compensation is not monetary and/or is abstract in value, then all items and/or materials associated with the compensation should be emailed, mailed, and/or delivered and addressed to the Chapter. The Chapter will use the previously described form of compensation as an award to acknowledge the exemplary service and scholarship to individual students. The awardees will be selected by the Chapter Executive Officer Board in conjunction with the IRC and the Office of Academic Affairs.

(iv) The student and employing entity’s understanding that their employment within the ISR position is governed by the Associate Dean for Student Academic Affairs and, as such, the position and the relationship between the employing entity and the SVM can be severed due to the violation of the UW-Madison, SVM’s December 2016 edit of the “Interactions with Industry” Policy and/or the violation of the policies and guidelines outlined within this Article and its sections.

(v) The student’s understanding that the violation of the policies and guidelines outlined in this attachment will result in immediate penalization as described in Attachment Section 5.10.

(vi) The entity’s inability to communicate to the SVM Student Body solely via their individual ISR and/or the Chapter’s President and/or President-Elect. Any communication outside with students who does not fulfill the aforementioned roles, will result in disciplinary actions deemed appropriate by the SVM’s Associate Dean for Student Academic Affairs.

(vii) The communication of any entity’s desire to employ an SVM student as an ISR will be mediated through the Office of Academic Affairs and the Chapter.

(viii) The communication of any entity’s selection of a student as an ISR shall be sent via email to the Office of Academic Affairs and the Chapter.

(ix) Failure to communicate pre-selection, post-selection, and post-student reception of the ISR position will result in the position’s invalidation and non-recognition. Employing entities may elect to repeat the process of initiating communication with the Office of Academic Affairs and the Chapter; however, the employing entities must allow for the position to be accessible to all eligible students as described in Article III.

Attachment Section 5.10  CONSEQUENCES OF NON-COMPLIANCE

(A) If a student representative does not adhere to the guidelines for student representatives, they will be placed on one year of probation, with monitoring by the Chapter’s Officer-Elects and the Office of Academic Affairs. If during the year of probation, he or she does not adhere to the guidelines, the Associate Dean for Academic Affairs will contact the company sponsor and inform them that the student representative will need to be replaced. The student in question would lose their employment as an Industry Student Representative as well as their “Active” status within the Chapter and all associated benefits previously outlined in Article III without reimbursement or compensation.