SAVMA CHAPTER AT UW-MADISON

CONSTITUTION AND BYLAWS

LAST UPDATED: APRIL 2018
ARTICLE I. NAME AND PURPOSE

Section 1.01 Name ................................................................. 4

Section 1.02 Purpose .......................................................... 4

ARTICLE II. GOVERNANCE

Section 2.01 Offices .......................................................... 4

Section 2.02 Relations with the SAVMA ................................ 4

Section 2.03 President's Cabinet ......................................... 4

Section 2.04 Executive Officer Board ................................. 4

Section 2.05 Self-Governance ............................................ 4

ARTICLE III. MEMBERSHIP

Section 3.01 Member Eligibility ........................................ 4

Section 3.02 National SAVMA Membership Application ....... 5

Section 3.03 Membership Qualifications ............................ 6

Section 3.04 Membership Qualifications, Defined ................ 7

Section 3.05 Nonfulfillment of Membership Requirements ...... 8

Section 3.06 Membership Benefits .................................... 8

Section 3.07 Termination of Membership ............................ 9

Section 3.08 Honorary Membership ................................... 9

ARTICLE IV. GENERAL MEMBERSHIP MEETINGS

Section 4.01 Notification of General Chapter Meetings ......... 9

Section 4.02 Regular Monthly General Chapter Meetings ...... 10

Section 4.03 Special General Chapter Meetings ................. 10

ARTICLE V. FACULTY ADVISORS

Section 5.01 AVMA Policy Excerpt Regarding Chapter Faculty Advisors........................................ 10

Section 5.02 Chapter Policies Regarding Faculty Advisor(s) .... 10

ARTICLE VI. PRESIDENT'S CABINET

Section 6.01 Composition of the President’s Cabinet .......... 11

Section 6.02 Responsibilities of the President’s Cabinet ....... 11

Section 6.03 President’s Cabinet Meetings ........................ 11

Section 6.04 President’s Cabinet Meeting Order of Business ... 12

ARTICLE VII. CHAPTER EXECUTIVE OFFICER BOARD

Section 7.01 Composition of Chapter Executive Officer Board: ...................................................... 13

Section 7.02 Elections and Terms of the Officers of the Executive Officer Board ............................ 13

Section 7.03 Duties of the Executive Officer Board ............... 14

Section 7.04 Specific Duties of the President ......................... 14

Section 7.05 Specific Duties of the President-Elect ............... 14

Section 7.06 Specific Duties of the Vice-President ................ 15

Section 7.07 Specific Duties of the Vice-President-Elect ......... 15

Section 7.08 Specific Duties of the Recording Secretary ......... 16

Section 7.09 Specific Duties of the Recording Secretary-Elect .. 16

Section 7.10 Specific Duties of the Corresponding Secretary ... 16

Section 7.11 Specific Duties of the Corresponding Secretary-Elect .. 17

Section 7.12 Specific Duties of the Treasurer ....................... 17

Section 7.13 Specific Duties of the Treasurer-Elect ............... 18

Section 7.14 Specific Duties of the Senior & Junior SAVMA Delegates ............................................ 18

Section 7.15 Specific Duties of the Fundraising Director ....... 19

Section 7.16 Specific Duties of the Fundraising Director-Elect .. 19

Section 7.17 Specific Duties of the Social Activities Director ... 19

Section 7.18 Specific Duties of the Social Activities Director-Elect .. 19

Section 7.19 Specific Duties of the PFS Manager ................. 19

Section 7.20 Specific Duties of the PFS Assistant Manager ...... 20

Section 7.21 Specific Duties of the VMSS Manager ............... 20

Section 7.22 Specific Duties of the VMSS Assistant Manager ...... 21

Section 7.23 Faculty Advisors ........................................... 21

ARTICLE VIII. NONFULFILLMENT OF CHAPTER EXECUTIVE OFFICER RESPONSIBILITIES

Section 8.01 Attendance at SAVMA Coordinated Meetings ....... 21
ARTICLE IX. OTHER ELECTED STUDENT POSITION DUTIES

ARTICLE X. SAVMA-RECOGNIZED CLUBS

ARTICLE XI. COMMITTEES

ARTICLE XII. SAVMA VOLUNTEER POINTS

ARTICLE XIII. FINANCING

ARTICLE XIV. AMENDMENTS

ATTACHMENT I. VETERINARY MEDICAL SCHOOL STORE

ATTACHMENT II. PET FOOD SUPPLY

ATTACHMENT III. FUNDRAISING COMMITTEE GUIDELINES

ATTACHMENT IV. WELLNESS COMMITTEE GUIDELINES
ARTICLE I. NAME AND PURPOSE

SECTION 1.01 NAME
(A) The name of this organization shall be the Student American Veterinary Medical Association Chapter at University of Wisconsin-Madison (hereinafter referred to as “Chapter”), a Wisconsin not-for-profit organization.

SECTION 1.02 PURPOSE
(A) The objectives of the Chapter shall be:
(i) To advance the ideals and goals of veterinary medicine;
(ii) To prepare its members to meet the social, moral, and ethical obligations of the profession;
(iii) To represent the University of Wisconsin-Madison (“UW-Madison”) School of Veterinary Medicine (“SVM”) and its students at national conventions;
(iv) To establish an affiliation between its members and the American Veterinary Medical Association (“AVMA”);
(v) To enhance the characteristics of professionalism, leadership, and service in its members; and
(vi) To promote fellowship among the veterinary medical students who make-up the UW-Madison’s SVM student body

ARTICLE II. GOVERNANCE

SECTION 2.01 OFFICES
(A) The Chapter shall have and continuously maintain an office in the State of Wisconsin at the UW-Madison SVM.

SECTION 2.02 RELATIONS WITH THE SAVMA
(A) The Chapter shall operate as a chapter under a charter granted by the Student American Veterinary Medical Association in accordance with a Chapter Charter Agreement.

SECTION 2.03 PRESIDENT'S CABINET
(A) There shall be a business body of the Chapter known as the “President's Cabinet” responsible for governance of the chapter ensuring prudent utilization of all assets affiliated with the Chapter; guarantee the activities and transactions of the Chapter are directly advancing the purpose as outlined in these bylaws; and making sound decisions that act within the best interest of the Chapter. Membership and specific responsibilities of the President's Cabinet is described in subsequent articles and sections of these Bylaws.

SECTION 2.04 CHAPTER EXECUTIVE OFFICER BOARD
(A) The Executive Officer Board shall act as the direct fiduciaries of the Chapter. The Executive Officer Board will act to primarily review all major concerns of the Chapter, make preliminary decisions regarding the assets of the Chapter, and act to ensure appropriate mediation and direction of the President's Cabinet and their decisions regarding the Chapter and the SVM Student Body. Membership and specific responsibilities of the Executive Officer Board are described in subsequent articles and sections of these bylaws.

SECTION 2.05 SELF-GOVERNANCE
(A) Chapter, its President's Cabinet, and its Executive Officer 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, the Executive Officer Board of the Chapter shall employ Robert’s Rules of Order as a default source of authority.

ARTICLE III. MEMBERSHIP

SECTION 3.01 MEMBER ELIGIBILITY
(A) Membership may be granted to any individual who:
(i) Is currently 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 Chapter; and
(iii) Abides by these Bylaws and other policies, rules, and regulations Chapter may adopt.

(B) 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 has been granted
an exception by the EPC to enroll on a part-time basis or to repeat a portion of a year remains
qualified for Chapter membership.

(i) If the student is enrolled within the DVM curriculum and are simultaneously
pursuing a dual degree, then that student will need to remain an active Chapter and National member of
SAVMA to remain eligible for any post-graduation benefits offered by National SAVMA.

(ii) If the student is not simultaneously enrolled within the DVM curriculum and their respective
dual degree program, then they are not required to maintain membership within the Chapter
and National SAVMA; however, they will not have access to any benefits that either the
Chapter or National SAVMA may offer to active members.

(C) Membership cannot and will 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 NATIONAL SAVMA MEMBERSHIP APPLICATION

(A) All veterinary students are encouraged to become a National SAVMA member. Each applicant can
apply and pay for membership as directed by the National Student American Veterinary Medical
Association (“National SAVMA” or “National Student AVMA”). To be eligible for any benefits
offered through National SAVMA, the Chapter, and the AVMA during and post-graduation from
the SVM, applicants must apply during the Fall Semester of their first year and reapply each
subsequent year as directed by National SAVMA and the Chapter.

(i) If a student has paid dues, then they are considered a member in good standing of National
SAVMA

(ii) If a student has not paid dues, then they are not considered a member in good standing of
National SAVMA

(B) To be considered a National SAVMA Member in Good Standing post-graduation, a separate set of
criteria should be followed whereas a member should have:

(i) Paid their National SAVMA and Local Chapter Dues for their first, second, third, and fourth
years of the veterinary curriculum

(ii) Been considered a Member in Good Standing/Active Member of their Local Chapter via the
completion of all Local Chapter requirements throughout their first, second, third and fourth
years of the veterinary curriculum

1) The Chapter will pay for the National SAVMA and Local Chapter dues of those
students who were considered Active Chapter Members, as outlined in Article III,
throughout their first, second, and third years of the veterinary curriculum

2) Those same fourth year students who were Active Chapter Members, as outlined in
Article III, throughout their first, second, and third years of the veterinary curriculum
will also automatically be considered an Active, Tier II Chapter Member during their
fourth year; in conjunction with the payment of their National and Local Chapter
dues.

(C) Students who elect to pay National and Local Chapter Dues but are not Active Chapter Members
are still considered National SAVMA Members in Good Standing for each of the years they elected
to pay dues. They will be eligible for any benefits awarded and/or presented by National SAVMA
during the year in which they elected to pay their Local and National Dues.
(i) If these students have not completed or anticipate that they will not complete the membership requirements of the Chapter outlined in Article III for the year that they elected to pay Local and National Dues, then:
   1) They will not eligible for any Local Chapter benefits during that year.
   2) They are not eligible for any benefits awarded by the Chapter associated with being an Active Chapter Member throughout their first, second, and third years of the veterinary curriculum
      a) They will be responsible for payment of their Local and National Dues during their fourth year as the Chapter will not be required to provide such payment
      b) If they would like access to any of the Local Chapter benefits during their fourth year, then they will have to complete the membership requirements outlined in Article III.
      c) They will not receive any post-graduation benefits awarded by National SAVMA.

SECTION 3.03 MEMBERSHIP QUALIFICATIONS

(A) Any individual that has paid the National SAVMA dues, as specified in the above section, and are current students at the UW-Madison, SVM should adhere to the following tier membership system to be considered an active member:

(i) TIER I MEMBERSHIP:
   1) Student has paid the National SAVMA and the Chapter Membership dues for the current year of the veterinary curriculum (unless this fee is paid by the Chapter as described in Section 3.05 Membership Benefits);
   2) Student has attended a MINIMUM of (2) General Chapter Meetings (“GCM”) for the current year of the veterinary curriculum with the exception of the fourth-year student within the veterinary curriculum
      a) Each additional General Chapter Meeting that a student attends, past the two (2) required General Chapter Meetings, will then be added to the student’s SAVMA Volunteer Points total for the current academic year.
         i) For Example: (3) General Chapter Meetings will be recorded as (2) General Chapter Meetings and (1) SAVMA Volunteer Point added to the student’s total SAVMA Volunteer Points
   3) Student has attained a MINIMUM of (3) SAVMA Volunteer Points (“SVP”) that has been previously approved by the Chapter President’s Cabinet for the current year of the veterinary curriculum with the exception of the fourth year of the veterinary curriculum; and
   4) Student has completed the Chapter Risk Management and Bylaws Comprehension Assessment once throughout the four-year veterinary medical curriculum.

(ii) TIER II MEMBERSHIP:
   1) Student has paid the National SAVMA and the Chapter Membership dues for the current year of the veterinary curriculum (unless this fee is paid by the Chapter as described in Section 3.05 Membership Benefits);
   2) Student has attended (2) General Chapter Meetings for the current year of the veterinary curriculum with the exception of the fourth year student within the veterinary curriculum.
      a) Each additional General Chapter Meeting that a student attends, past the two (2) required General Chapter Meetings, will then be added to the student’s SAVMA Volunteer Points total for the current academic year.
For Example: (3) General Chapter Meetings will be recorded as (2) General Chapter Meetings and (1) SAVMA Volunteer Point added to the student’s total SAVMA Volunteer Points.

3) Student has completed a MINIMUM of (6) or more SAVMA Volunteer Point opportunities that has been previously approved by the Chapter President’s Cabinet for the current year of the veterinary curriculum with the exception of the fourth year of the veterinary curriculum;

4) Student has completed the Chapter Risk Management and Bylaws Comprehension Assessment once throughout the four-year veterinary medical curriculum

(iii) If either of the above membership criteria has been fulfilled for a member’s first, second and third years of the veterinary curriculum, then upon entrance into their fourth-year of the veterinary curriculum, the student shall automatically be considered an Active, Tier II Chapter member and will have their National SAVMA dues paid for by the Chapter;

SECTION 3.04 MEMBERSHIP QUALIFICATIONS, DEFINED

(A) Membership Dues

(i) Membership dues are clearly stated and defined during the First-Year Orientation’s Membership Drive held at the beginning of the academic year during the month of September. For all other students, reminder notifications will be sent via email by the Recording Secretary of the Chapter Executive Officer Board. Dues should be paid each year of the veterinary curriculum in which a student is enrolled in order to be considered an Active/Member in Good Standing for National SAVMA and the Chapter.

(B) SAVMA General Chapter Meeting(s)

(i) SAVMA General Chapter Meetings are held during the 12:00PM lunch periods and are meant to explore the areas of Leadership, Health, Wellness, Business Management, Career Exploration and other areas as deemed appropriate by the Chapter Executive Officer Board. There is a minimum of seven (7) pre-scheduled General Chapter Meetings held during the course of one academic year. Additional General Chapter Meetings can be added if deemed appropriate by the Chapter Executive Officer Board and are subject to all General Membership Meeting bylaws outlined in Article IV.

(ii) While (2) General Chapter Meetings are required, each additional General Chapter Meeting attended by a student will be recorded as (1) SAVMA Volunteer Point added to their total SAVMA Volunteer Points for the current academic year.

(C) SAVMA Volunteer Point(s)

(i) The purpose of SAVMA Volunteer Points is to ensure that students attending the SVM are receiving a well-rounded experience during their time here at the University of Wisconsin, School of Veterinary Medicine. These SAVMA Volunteer Points are awarded by way of volunteering and/or attending pre-approved events affiliated with the SVM and/or the University of Wisconsin. Generally, these activities will be directed at providing the student the opportunity to give back to the country, local community, campus, the Chapter and/or the SVM through attending service events

(D) Risk Management and Bylaws Comprehension Assessment Point(s)
(i) The purpose of the Risk Management and Bylaws Comprehension Assessment point is to ensure that the student body has educated themselves on risk management issues relevant to both the Chapter and the National SAVMA, and to ensure that the student body is informed of our chapter’s governing documents. Students will attain the first point by attending a risk management workshop that is pre-scheduled according to each class’ schedule, and the second point by completing the bylaws comprehension assessment, with a minimum of eighty percent (80%) success. If a student fails to garner eighty percent (80%) success, they are allowed two (2) additional retakes for a total of three (3) attempts. If after three (3) attempts the student has not garnered eighty percent (80%), the student will be required to meet with one (1) member of the Chapter Executive Officer Board and to further review the Constitution and Bylaws.

(ii) This Risk Management and Bylaws Comprehension Assessment need only be fulfilled once throughout the veterinary curriculum and preferred completion is during the first year of the veterinary curriculum.

SECTION 3.05 NONFULFILLMENT OF MEMBERSHIP REQUIREMENTS

(A) Any student who fails to meet the aforementioned membership requirements shall be placed on an inactive student list and will remain ineligible for any benefits offered through National SAVMA, the Chapter, and the AVMA during and post-graduation from the SVM.

(B) Students may appeal and/or request reinstatement only if:

   (i) The request has been made for the academic year immediately preceding the current academic year; any requests beyond the most recent academic year will not be acknowledged

   (ii) The student is missing less than or equal to two (2) points in one (1) of the following categories:

       1) General Chapter Meetings 
       2) SAVMA Volunteer Points

   (iii) The student has only petitioned/requested reinstatement once throughout their tenure in the veterinary curriculum (as defined by the OAA’s academic regulations and guidelines).

   (iv) The student had paid National SAVMA and Chapter dues during the academic year in which the student is requesting reinstatement of active status; meaning, the student was only inactive with regards to the Chapter Membership Requirements

   (v) The student must have paid National SAVMA and Chapter dues during the current academic year in which the student has submitted the petition.

(C) All reinstatement requests must be made by October 1st of the current academic year. Acceptance of membership reinstatement appeals/requests will be considered on a case-by-case basis by the Chapter Executive Officer Board. Any meeting attendance and/or SAVMA Volunteer Point opportunities will be determined by the President and communicated prior to the close of the academic year upon which the reinstatement request was made.

(D) If students are aware of their inability to attend the minimum requirements set forth in these bylaws, then those students should immediately contact a member of the Chapter Executive Officer Board and inform them of their conflicts. Each presented complaint will be addressed on a case-by-case basis by the Chapter Executive Officer Board.

SECTION 3.06 MEMBERSHIP BENEFITS

(A) Chapter members shall receive the following benefits:

   (i) Unlimited participation in Chapter-sponsored events

   (ii) Unlimited participation in SAVMA-Recognized Club Activities

   (iii) Annual Access to the allotted Individual Education Funds (upon attainment of the appropriate SAVMA Volunteer Points and other requirements detailed in Article III)

       1) Tier I members are eligible to receive up to $100 per Academic Year.

       2) Tier II members are eligible to receive up to $200 per Academic Year.
(B) Equal voting rights on General Chapter Business, as distributed and deemed appropriate by the Executive Officer Board
   (i) All additional membership benefits granted by National SAVMA and the AVMA including—but not limited to—eligibility for National SAVMA and Chapter-sponsored scholarships and leadership positions
(C) If the Chapter member has been an Active member for a consecutive three (3) years, the first through third year of the veterinary curriculum, then they will become eligible to have their Chapter and National dues paid for by the Chapter during their fourth year of the veterinary curriculum, their Chapter Membership requirements will be waived which would automatically consider those eligible students as Active, Tier II Chapter Members, and all post-graduation benefits offered by National SAVMA and the AVMA.
(D) Membership Benefits Information and Clarifications
   (i) Fourth-Year Membership
    1) If a student has been considered an Active Chapter Member for their first, second, and third year of the veterinary curriculum, the Chapter will pay for their Fourth Year Dues and waive the Chapter’s membership requirements; meaning, they will automatically be considered an Active, Tier II Member during their Fourth-Year
   (ii) Post-Graduation Benefits
    1) If a student has been considered an Active Chapter Member for their first, second, third, and fourth year of the veterinary curriculum, then they will be considered a National SAVMA Member in Good Standing and will be eligible for all benefits offered by National SAVMA and the AVMA post-graduation.
    2) If a student has been an inactive member of the Chapter at any point throughout the first three years of the veterinary curriculum, then that student will not be considered a member in good standing of National SAVMA upon graduation and will no longer be eligible for any of the National SAVMA and AVMA post-graduation benefits
     a) This is regardless of whether or not the student has previously paid National SAVMA and Chapter dues during their first three years of the veterinary curriculum.

SECTION 3.07 TERMINATION OF MEMBERSHIP
(A) If the President's Cabinet determines a student’s membership should be permanently terminated, the issue must be thoroughly discussed at a scheduled or special President's Cabinet meeting. The student must be invited to this meeting and may or may not be present to defend themselves if they decide. Termination of membership requires a quorum and a two-third (67%) majority vote of the Chapter President's Cabinet in attendance.

SECTION 3.08 HONORARY MEMBERSHIP
(A) Honorary members are those members who are not considered registered students of the SVM as defined by the Office of Academic Affairs and/or have contributed greatly to the success and progression of the Chapter.
(B) The President's Cabinet may elect honorary members with a two-thirds (67%) majority vote.

ARTICLE IV. GENERAL MEMBERSHIP MEETINGS

SECTION 4.01 NOTIFICATION OF GENERAL CHAPTER MEETINGS
(A) Notice of any regular or special general meeting shall state the date, time, location, and purpose of the meeting.
(B) Notice of regular monthly General Chapter Meetings shall be delivered not more than sixty (60) and not less than five (5) days prior to the date of such meeting.
(C) Notice of special General Chapter 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  REGULAR MONTHLY GENERAL CHAPTER MEETINGS
(A) The Chapter 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.
(B) At the beginning of each semester, the Vice-President and Vice-President-Elect shall determine the date and location for the Fall and Spring Semester’s General Chapter Meetings.

SECTION 4.03  SPECIAL GENERAL CHAPTER MEETINGS
(A) Special General Chapter Meetings may be called at any time by the President. The President's Cabinet shall have the right to reject the proposed meeting.

ARTICLE V.  FACULTY ADVISORS

SECTION 5.01  AVMA POLICY EXCERPT REGARDING CHAPTER FACULTY ADVISORS
(A) Below is a direct excerpt from the AVMA policy regarding faculty advisors:
   (i) “Each SAVMA chapter shall elect at least two faculty advisors from the faculty of the college where the SAVMA chapter is organized; chapters must have at least two Faculty Advisors at any time. Advisors shall be elected to terms as written in their individual chapter bylaws and chapters must have a process for election of Faculty Advisors within their bylaws. Proposed changes to the "Faculty" advisor section of either SAVMA National or SAVMA Chapter bylaws shall be reviewed and approved by the AVMA prior to a vote. All faculty members designated as faculty advisors to student chapters shall be Active or Affiliate members in good standing of the American Veterinary Medical Association. It is the duty of the faculty advisors to assist the SAVMA chapter in their deliberations, to provide input on the chapter's programs and policies and to ensure that the chapter's reporting requirements to both SAVMA National and the AVMA are met. It is the responsibility of the Faculty Advisors to be aware of any additional duties, responsibilities or liabilities that may be required by their college”

SECTION 5.02  CHAPTER POLICIES REGARDING FACULTY ADVISOR(S)
(A) The Chapter Executive Officer Board shall designate and appoint, at minimum, two (2) faculty advisors to serve in the Advisor role
(B) Designated and Appointed Advisors must be in accordance with the AVMA Policy Excerpt, a paid affiliated member of the AVMA, and be considered members of the SVM faculty and/or staff
(C) If an Advisor is not previously a paid affiliated member of AVMA, then the Chapter will ensure coverage for the costs of becoming an AVMA affiliated member prior to the start of their term and the Chapter will continue to sponsor this relationship until the conclusion of their three (3) year term
(D) Each proposed faculty advisor shall be appointed only after two-thirds (67%) approval by the Executive Officer Board
(E) Each appointed advisor shall serve a term of three (3) years, which may be renewed at the recommendation of the President
(F) Renewal of an advisor’s appointment must be approved by two-thirds (67%) approval by the Executive Officer Board
(G) All appointments of the Advisor role shall be determined before the conclusion of the Spring Semester and all appointed advisors shall start their term during the same Spring Semester they were appointed.
ARTICLE VI. PRESIDENT’S CABINET

SECTION 6.01 COMPOSITION OF THE PRESIDENT’S CABINET

(A) The President’s Cabinet shall be composed of the following members:

(i) President
(ii) President-Elect
(iii) Vice-President
(iv) Vice-President-Elect
(v) Recording Secretary
(vi) Recording Secretary-Elect
(vii) Corresponding Secretary
(viii) Corresponding Secretary-Elect
(ix) Treasurer
(x) Treasurer-Elect
(xi) Junior SAVMA Delegate
(xii) Senior SAVMA Delegate
(xiii) Social Activities Director
(xiv) Social Activities Assistant Director
(xv) Fundraising Director
(xvi) Fundraising Assistant Director
(xvii) First Year Class Representative
(xviii) Second Year Class Representative
(xix) Third Year Class Representative
(xx) Fourth Year Class Representative
(xxi) Junior WVMA Representative
(xxii) Senior WVMA Representative
(xxiii) Junior IVSA Representative
(xxiv) Senior IVSA Representative
(xxv) Presidents of each SAVMA-Recognized Club (“SRC”)

(B) The president of each SRC may delegate his or her voting privileges at a President’s Cabinet meeting to another elected officer of that SRC.

(C) One person may represent the leadership of up to three (3) different SRCs, including the Chapter Executive Officer Board members, at any President’s Cabinet Meeting; but, may not have more than (2) collective votes.

SECTION 6.02 RESPONSIBILITIES OF THE PRESIDENT’S CABINET

(A) The President’s Cabinet shall:

(i) Serve as the administrative body of the Chapter by carrying out the provisions of these Bylaws;
(ii) Approve requests for funding by the Chapter members and SAVMA-Recognized Clubs;
(iii) Approve the annual fiscal budget prior to presentation at a general meeting as described in Article XIII;
(iv) Review and approve amendments to these Bylaws as described in Article 16: Amendments; and
(v) Have equal voting privileges with the exception of the Chapter President who shall only vote in the situation of a tie;

SECTION 6.03 PRESIDENT’S CABINET MEETINGS

(A) Notifications of President's Cabinet Meetings
(i) Notice of any regular or special meeting of the President's Cabinet shall state the date, time, location, and purpose of the meeting. Notice of regular President’s Cabinet 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 President’s Cabinet meetings shall be delivered not more than sixty (60) and not less than twenty-four (24) hours prior to the date of such meeting.

(B) Quorum for Business

(i) Two-thirds (67%) of the President’s Cabinet shall constitute a quorum for the transaction of business.

(C) Manner of Acting

(i) The act of a two-thirds (67%) majority or more of the Chapter 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 or by electronic poll. If a majority consensus cannot be determined, then the Advisors and the Presidents shall act as the deciding votes.

(D) Order of Business

(i) The President shall determine the order of business as he or she deems appropriate. The President’s Cabinet shall have the right to reject this order of business and request a vote of the President’s Cabinet to determine modifications to the order of business.

(E) Regular President's Cabinet Meetings

(i) The President's Cabinet 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.

(ii) At the beginning of each semester, the Corresponding Secretary shall determine the date and location for that semester’s President's Cabinet meetings. The President's Cabinet shall have the right to reject these dates and request a vote of the President's Cabinet to determine alternative dates.

(F) Special President's Cabinet Meetings

(i) Special President's Cabinet meetings may be called at any time by the President. The President's Cabinet shall have the right to reject the proposed meeting

SECTION 6.04     PRESIDENT’S CABINET MEETING ORDER OF BUSINESS

(A) The President shall conduct President’s Cabinet 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) SRC/Event announcements

(xi) Adjournment

(B) The President may modify the order of business as he or she deems appropriate. The President's Cabinet shall have the right to reject this order of business and request a vote of the President's Cabinet to determine modifications to the order of business.

(C) Changes to the meeting agenda must be made thirty-six (36) hours prior to all President’s Cabinet Meeting. Failure to submit any changes to the agenda by this designated deadline will result in the requested addition(s) to the President’s Cabinet meeting of the following month.
ARTICLE VII. CHAPTER EXECUTIVE OFFICER BOARD

SECTION 7.01 COMPOSITION OF CHAPTER EXECUTIVE OFFICER BOARD:

(A) The Executive Officer Board shall be composed by the following:

(i) President
(ii) President-Elect
(iii) Vice-President
(iv) Vice-President-Elect
(v) Recording Secretary
(vi) Recording Secretary-Elect
(vii) Corresponding Secretary
(viii) Corresponding Secretary-Elect
(ix) Treasurer
(x) Treasurer-Elect
(xi) SAVMA Senior Delegate
(xii) SAVMA Junior Delegate
(xiii) Social Activities Director
(xiv) Social Activities Assistant Director
(xv) Fundraising Director
(xvi) Fundraising Assistant Director
(xvii) Pet Food Store (“PFS”) Manager (Non-Voting)
(xviii) Pet Food Store (“PFS”) Assistant Manager (Non-Voting)
(xix) Veterinary Medical School Store (“VMSS”) Manager (Non-Voting)
(xx) Veterinary Medical School Store (“VMSS”) Assistant Manager (Non-Voting)
(xxi) Faculty Advisors (Non-Voting)
(xxii) National SAVMA Officer (Non-Voting Ex-Officio).

SECTION 7.02 ELECTIONS AND TERMS OF THE OFFICERS OF THE EXECUTIVE OFFICER BOARD

(A) Candidacy for any Executive Officer Board position:

(i) To be a candidate for any Chapter Executive Officer Board position, each student must be a National SAVMA member and an active member according to the guidelines established by Article III.

(B) Selection of Students for Elected Chapter Executive Officer Board Positions

(i) Nominations

1) Nominations shall be opened at least (14) days prior to the predetermined election date and shall remain opened for at least (7) days prior to the predetermined election-close date.

(ii) Elections

1) Unless the position is uncontested, all positions shall be elected by written or by electronic ballot conducted only by those individuals who are considered active Chapter members according to the guidelines established by Article III. Elections can take place during the Fall Semester and the elected officer will either:

   a) Begin their term on January 1st following the conclusion of the Fall Semester and shall serve until December 31st of the following year. These positions include:

      i) SAVMA Junior Delegate

        A. The elected students must be within the first-year of the veterinary curriculum whereas their primary service within the SAVMA Junior Delegate position will be throughout their second-year of the veterinary curriculum.
B. Upon December 31st of the SAVMA Junior Delegate’s second year, they will immediately presume the role of SAVMA Senior Delegate and will no longer act within the confines of the SAVMA Junior Delegate role.

b) Begin their term on April 1st immediately following the election and shall serve until April 1st of the following academic year. These positions include:
   i) Chapter Officer-Elect Positions
      A. The elected students must be within the first-year of the veterinary curriculum whereas their primary service within the Officer-Elect position will be throughout their second-year of the veterinary curriculum
      B. Upon April 1st of an Officer-Elect and/or an Assistant Director’s second year, they will immediately presume the official Officer and/or Director role and will no longer act within the confines of the Officer-Elect and/or Assistant Director role; unless otherwise stated within the confines of these bylaws

SECTION 7.03 DUTIES OF THE EXECUTIVE OFFICER BOARD
(A) The officers of the Executive Officer Board shall:
   (i) Serve on the Executive Officer Board, President’s Cabinet, and have the immediate responsibility of managing Chapter operations, including management of the Veterinary Medical Student Supply and the Pet Food Store;
   (ii) Attend all arranged Chapter Executive Officer Board, President’s Cabinet, and two (2) General Chapter Meetings for the duration of the Executive Officer’s term in office;
   (iii) Participate in the membership drive conducted by the Chapter Executive Officer Board in the Fall Semester of the upcoming academic year;
   (iv) Submit a report within one month of the conclusion of service detailing their activities and accomplishments while serving within their Officer and Officer-Elect roles.
   (v) Initiate and propose all changes in legislature, governance, and activities to the President's Cabinet.

SECTION 7.04 SPECIFIC DUTIES OF THE PRESIDENT
(A) The President shall:
   (i) Preside at all Chapter President’s Cabinet meetings and Executive Officer Board meetings;
   (ii) Be a voting ex-officio member of all committees in the event of a tie vote;
   (iii) Appoint members to all regular and special committees and promptly fill vacancies in committee membership;
   (iv) Explain these Chapter bylaws, supporting processes, and objectives to the SVM student body at the beginning of each fall semester;
   (v) Act as the purchasing agent on behalf of the Chapter, along with the Treasurer
   (vi) Preside over the Chapter preparations and proceedings, with the assistance of all available Executive Officers, during summer months;
   (vii) Organize monthly meetings with the Chapter Executive Officer Board and separate monthly meetings with the Faculty Advisors.
   (viii) Delegate additional responsibilities among the Executive Officers and other President’s Cabinet members;
   (ix) Serve as the Chair of the Industry Student Representative Committee;
   (x) Train and mentor the President-Elect; and

SECTION 7.05 SPECIFIC DUTIES OF THE PRESIDENT-ELECT
(A) The President-Elect shall:
(i) Assist the President in carrying out their responsibilities;
(ii) Train under the President to assume his or her responsibilities at term’s end;
(iii) Preside over President’s Cabinet and General Chapter Meetings under the guidance of Vice-President when President is unable;
(iv) Act as the primary coordinator for the Annual Pharmaceutical and Nutraceutical Fair;
(v) Act as the Vice-Chair of the Industry Student Representative Committee;
(vi) Coordinate the Chapter Officer-Elect Informational and recruitment with the assistance of the remaining Officer-Elects
(vii) Organize the annual Executive Officer Board’s Spring Semester constitutional review
(viii) Perform other duties as assigned by the President; and
(ix) Automatically assume the position of President at the conclusion of the current President’s term of office.

SECTION 7.06 SPECIFIC DUTIES OF THE VICE-PRESIDENT

(A) The Vice-President must:
   (i) Fall Semester Specific
       1) Act as the primary coordinator for all General Chapter Meetings including—but not limited to—the arrangement of speakers, refreshments, activities, and any other responsibilities associated with the General Chapter Meetings
       2) Act as the primary coordinator of Wellness Week
           a) Assist in the Wellness Week Tabling event for at least two (2) shifts
           b) Independently lead at least one (1) activity during wellness week
   (ii) Spring semester Specific
       1) Assist the Vice-President-Elect in scheduling one to two (1-2) General Chapter Meetings
       2) Act with the Vice-President-Elect as a co-coordinator of Wellness Week
   (iii) Serve as the Chair of the Wellness Committee
   (iv) Attend monthly meetings with a specified and/or designated Faculty Advisor and/or PAWSS Counselor(s)
   (v) Lead the Wellness Committee monthly meetings
   (vi) Perform other duties as assigned by the President;
   (vii) Train and mentor the Vice-President-Elect; and
   (viii) 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 Chapter Meetings with the goal of improving future presentations.

SECTION 7.07 SPECIFIC DUTIES OF THE VICE-PRESIDENT-ELECT

(A) 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;
       1) Fall Semester Specific
           a) Primarily Shadow the current Chapter Vice-President
       2) Spring Semester Specific
           a) Schedule two (2) General Chapter Meetings independently including both speaker and food
           b) Act with the Vice-President as a co-coordinator of Wellness Week
               i) Independently lead at least one (1) activity during wellness week
               ii) Assist in the Wellness Week Tabling event for at least two (2) shifts
   (ii) Serve as the Wellness Committee Vice-Chair
(iii) Attend monthly meetings with a specified and/or designated Faculty Advisor and/or PAWSS Counselor(s)
(iv) Co-lead, with the Vice-President, any and all scheduled meetings with the Wellness Committee
(v) Maintain the Chapter display board in the front lobby
(vi) Perform other duties as assigned by the Vice President; and
(vii) Automatically assume the position of Vice-President at the conclusion of the current Vice President’s term of office.

SECTION 7.08 SPECIFIC DUTIES OF THE RECORDING SECRETARY
(A) The Recording Secretary must:
   (i) Serve as recording secretary at all Chapter Executive Officer Board and President's Cabinet meetings;
   (ii) Record and input club officer attendance at President's Cabinet meetings;
   (iii) Record and prepare minutes of each Chapter Executive Officer Board Meeting and President's Cabinet meeting for Chapter’s internet website;
   (iv) Determine members in attendance at general and President's Cabinet meetings and make these records available to all Chapter 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 SAVMA Volunteer Points earned by each member and make these records available to all Chapter members on website;
   (vii) Maintain list of individuals who have paid National SAVMA and Chapter dues;
   (viii) Maintain list of individuals in good standing;
   (ix) Collect and file individual funds applications;
   (x) Approve or deny individual fund check requests;
   (xi) Maintain master electronic copies of Chapter 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, unless otherwise indicated by the President;
   (xii) Perform other duties as assigned by the President;
   (xiii) Train and mentor the Recording Secretary-Elect.

SECTION 7.09 SPECIFIC DUTIES OF THE RECORDING SECRETARY-ELECT
(A) 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) co-transcribe notes on meetings with the current Chapter Recording Secretary.
   (iii) In the Recording Secretary’s absence at a general or President's Cabinet meeting, determine member’s in attendance and record minutes;
   (iv) Enter attendance of General Chapter Meetings into records
   (v) Perform other duties as assigned by the President; and
   (vi) Automatically assume the position of Recording Secretary at the conclusion of the incumbent Recording Secretary’s term of office.

SECTION 7.10 SPECIFIC DUTIES OF THE CORRESPONDING SECRETARY
(A) The Corresponding Secretary must:
   (i) Serve as primary communication coordinator for the Chapter;
   (ii) Publish all notices for the Chapter (including but not limited to General Chapter Meetings, President’s Cabinet Meetings, special meetings, etc.) in order to apprise members of chapter activities. This includes providing email reminders of the Chapter’s President’s Cabinet and General Chapter Meetings.
(iii) Post and update meeting schedules (including but not limited to SAVMA-Recognized Clubs, Company Representatives, National SAVMA, etc.);
(iv) Monitor, manage and maintain primary communication from the general Chapter email account on a regular basis and responding to emails as necessary;
(v) Collect, maintain, and update a record of all SAVMA-Recognized Club officers, which include Presidents, Vice President, Treasurers, Secretaries, etc., as well as all Student Company Representatives and publish these roles on the Chapter website;
(vi) Promptly supply the representatives of National SAVMA and the AVMA with information upon request;
(vii) Collect SRC Constitutions and Bylaws before the start of the fall semester;
(viii) Update and maintain the list of SRC Officers and publish this list on the Chapter Website;
(ix) Ensure that SRCs are “Active” and in accordance with these bylaws with specific emphasis on Article X;
(x) Collect membership and attendance records each semester from club officers and assemble this membership data for official requests;
(xi) Assist in the processing of Club Educational Funds as described by Attachment VII;
(xii) Obtain, aggregate, and analyze constitutions from the presidents of each SRC and ensure each SRC meets all Chapter requirements as written in Article X;
(xiii) Perform other duties as assigned by the President;
(xiv) Train and mentor the Corresponding Secretary-Elect; and
(xv) Submit a report within one month of the conclusion of service detailing new standard operating procedures, updates and issues, within the Corresponding Secretary position, that should be addressed before the start of Corresponding Secretary-Elect’s upcoming term.

SECTION 7.11 SPECIFIC DUTIES OF THE CORRESPONDING SECRETARY-ELECT

(A) 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) Assist with the distribution of raffle tickets to students who fulfill the appropriate criteria as set forth by the Corresponding Secretary;
(iii) Obtain prizes for the raffle and draw a winner for the raffle at the end of the meeting;
(iv) Update electronic monitor in school lobby on a regular basis;
(v) Coordinate with the Corresponding Secretary to post and update meeting schedules (including but not limited to SAVMA-Recognized Clubs, ISRs, Chapter, etc.) on the Chapter’s online calendar on a schedule determined with the Corresponding Secretary;
(vi) Record history of clubs working VMSS;
(vii) Assure microwave/refrigerators are cleaned by the assigned SRC during the pre-scheduled weeks throughout the academic year;
(viii) Inform SRC’s of their Club Education Funds status in accordance with Attachment VIII;
(ix) In the Corresponding Secretary’s absence, publish Chapter notices, post and update meeting schedules, and monitor the Chapter’s email account as immediately necessary;
(x) Perform other duties as assigned by the President; and
(xi) Automatically assume the position of Corresponding Secretary at the conclusion of the incumbent Corresponding Secretary’s term of office.

SECTION 7.12 SPECIFIC DUTIES OF THE TREASURER

(A) The Treasurer must:
(i) Serve as sole custodian of the monetary resources of the Chapter.
(ii) Act as the sole disburser of all monetary resources, as directed by the President's Cabinet and/or the Executive Officer Board. If a disbursement must be made to the Treasurer, the signature of a second signer, selected from among the current Chapter President or Vice-President, must be solicited; these disbursements include—but are not limited to—:

1) Individual Funds and Club Educational Funds post-attainment of signatures from the Recording Secretary and Corresponding Secretary, respectively;

2) Payment of the VMSS and PFS Managers and Assistant Managers on the 1st of each month;

(iii) Act, with the President, as a purchasing agent for the Chapter;

(iv) Be prepared to report expenditures, income and chapter progress of the current budget at each President’s Cabinet meeting;

(v) Use Quicken software to ensure accurate balancing of all accounts

(vi) File all necessary reports including—but not limited to—monthly sales tax and annual income taxes for the Chapter;

(vii) Facilitate a treasurer’s meeting during the Fall Semester with all SRC Treasurers to ensure appropriate and complete submission of treasurer’s report and access to their respective banking information;

(viii) Perform other duties as assigned by the President;

(ix) Train and mentor the Treasurer-Elect;

(x) Ensure that all financial information is appropriately and successfully transferred to the Treasurer-Elect by the 1st of April, prior to the conclusion of their term; and

SECTION 7.13 SPECIFIC DUTIES OF THE TREASURER-ELECT

(A) 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) Assist treasurer with creating the budget for the upcoming fiscal year;

(iii) Obtain, aggregate, and analyze budget reports from the treasurers of each SRC;

(iv) Perform other duties as assigned by the President or Treasurer; and

(v) Automatically assume the position of Treasurer at the conclusion of the current Treasurer’s term in office

SECTION 7.14 SPECIFIC DUTIES OF THE SENIOR & JUNIOR SAVMA DELEGATES

(A) The SAVMA Delegates shall:

(i) Participate in National SAVMA and AVMA meetings;

(ii) Serve on a National SAVMA Committee;

(iii) Act as the primary liaison between National SAVMA and the Chapter regarding—but not limited to—award and grant opportunities, symposiums, conventions, policy updates, and collaboration opportunities between other veterinary schools;

(iv) Attend the Veterinary Leadership Experience (VLE) the summer of the Junior Delegate’s term;

(v) In cooperation with the Chapter President, President Elect, and associate Dean plan and facilitate new student orientation;

(vi) Present a report of National SAVMA activities and opportunities at each regular monthly Executive meeting;

(vii) Promote and facilitate student involvement in National SAVMA Symposium;

(viii) Organize and promote two (2) clothing sales for students, staff, and alumni: one (1) during the fall semester and one (1) during the spring semester;

(ix) Submit one (1) collective report within one (1) month of the conclusion of service detailing their activities and accomplishments while serving as the Junior and Senior SAVMA Delegates;
(x) The Junior SAVMA Delegate shall automatically assume the role of Senior SAVMA Delegate at the conclusion of the current Senior SAVMA Delegate’s term in office.
(xi) In the event that the Senior SAVMA Delegate is elected to the national SAVMA Executive Officer team, they will serve as a non-voting Ex-Officio member of the Chapter Executive Officer Board.

SECTION 7.15 SPECIFIC DUTIES OF THE FUNDRAISING DIRECTOR
(A) The Fundraising Director shall:
(i) Appoint students to the Fundraising Committee in accordance with Article 9: Committees
(ii) Serve as first chair/director of the Fundraising Committee.
(iii) Organize meetings regarding fundraising activities as necessary.
(iv) Organize fundraising events and strategies to support the Chapter financially.
(v) Solicit donation from organizations, both vet-related and otherwise.
(vi) Ensure said donations comply with University policies on industry relations.
(vii) Train and mentor the Fundraising Assistant Director.

SECTION 7.16 SPECIFIC DUTIES OF THE FUNDRAISING DIRECTOR-ELECT
(A) The Fundraising Director-Elect shall:
(i) Assist the Fundraising Director with any and all duties established for the upcoming academic year;
(ii) Serve as Vice-Chair/assistant director of the Fundraising Committee in accordance with Article XI;
(iii) Attend all fundraisers and act as co-host alongside the Fundraising Director;
(iv) Automatically assume the position of Fundraising Director at the conclusion of the current Fundraising Director’s term in office.

SECTION 7.17 SPECIFIC DUTIES OF THE SOCIAL ACTIVITIES DIRECTOR
(A) The Social Activities Director shall:
(i) Act as the primary coordinator of the annual Fall and Spring social dances;
(ii) Determine distribution of funds donated for the purpose of social events with two-thirds (67%) majority approval from the Chapter Executive Officer Board;
(iii) Assist in the planning and execution of the SVM’s Spirit Week/Veterinary Olympics.
(iv) Organize and execute the SVM’s Annual Halloween Costume Contest in conjunction with the SVM’s Office of Academic Affairs
(v) Assist in the planning and promotion of all activities coordinated by the Fundraising Director and/or the Fundraising Committee.
(vi) Develop, at minimum, one (1) new social event during their academic year of tenure;
(vii) Encourage and facilitate, at minimum, one (1) Interprofessional Social excursion during their academic year of tenure.

SECTION 7.18 SPECIFIC DUTIES OF THE SOCIAL ACTIVITIES DIRECTOR-ELECT
(A) The Social Activities Director-Elect shall:
(i) Assist the Social Activities Director with the planning and execution of all social events;
(ii) Assist in the planning and promotion of all activities coordinated by the Fundraising Director and/or the Fundraising Committee.
(iii) Act as the primary coordinator of the incoming veterinary medical school’s class’ social excursions;
(iv) Act as the Primary Coordinator of the SVM’s Spirit Week/Veterinary Olympics
(v) Automatically assume the position of Social Activities Director at the conclusion of the current Social Activities Director’s term in office.

SECTION 7.19 SPECIFIC DUTIES OF THE PFS MANAGER
(A) The PFS Manager shall:
(i) Handle the daily operations of the PFS;
(ii) Liaise with designated student representatives of each pet food company to make sure all criteria for sales are met;
(iii) Set hours for the PFS and ensure the PFS is open as regularly scheduled to achieve customer service and sales goals;
(iv) Complete scheduling to ensure daily staffing of the PFS;
(v) Work in the PFS as scheduled;
(vi) Unload orders when shipments arrive
(vii) Act as the primary ordering agent for the PFS;
(viii) Maintain an accurate record of PFS inventory and pricing and ensure adequate inventory in the store;
(ix) Attend monthly Chapter Executive Officer Board meetings and provide updates on the operations of the store.
(x) Provide and ensure security of PFS assets;
(xi) Submit the monthly deposit to the Treasurer at the end of each month and work with the Treasurer to ensure accuracy of financial bookkeeping;
(xii) 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;
(xiii) Analyze PFS sales trends to-date then submit an operating budget for the upcoming fiscal year prior to the end of spring semester

SECTION 7.20 SPECIFIC DUTIES OF THE PFS ASSISTANT MANAGER

(A) Under the direction of the PFS Manager, the PFS Assistant Manager shall:
(i) Work in the PFS as scheduled;
(ii) Act as an ordering agent for the PFS as needed;
(iii) Protect the assets of the PFS while working; and
(iv) Unload orders when shipments arrive
(v) Organize the hiring process for a new PFS Assistant Manager prior to the end of the school year
(vi) Automatically assume the position of PFS Manager at the conclusion of the current PFS Manager’s term in office.

SECTION 7.21 SPECIFIC DUTIES OF THE VMSS MANAGER

(A) The VMSS Manager shall:
(i) Handle the daily operations of the VMSS;
(ii) Complete scheduling to ensure daily staffing of the VMSS by SRC members and email reminders to volunteers prior to their shift;
(iii) Along with VMSS Assistant Manager, staff the VMSS once per week during orientation week, finals weeks, and summer recess. Staffing is not required over winter break or spring break;
(iv) Promptly notify the President when a volunteer shift is missed. Provide record of completed VMSS shifts and volunteers to President;
(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 at the end of each month;
(vii) Act as the sole purchasing agent for the VMSS;
(viii) Consign merchandise from SRCs 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, holiday sales, blue coat embroidery orders, etc.;
(xi) Provide merchandise for SVM fundraising events as requested;
(xii) Train the incoming manager throughout their year as VMSS Assistant Manager so he or she is prepared to assume responsibilities of VMSS Manager by the end of the school year;
(xiii) 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
(xiv) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as VMSS Manager.

SECTION 7.22      SPECIFIC DUTIES OF THE VMSS ASSISTANT MANAGER
(A) The VMSS Assistant Manager shall:
   (i) Train with the current VMSS Manager to be prepared to assume full responsibilities as VMSS Manager by the end of the school year;
   (ii) Assist the VMSS Manager with inventory (up to twice per year) and restocking of store items when merchandise orders are received (twice per year or as needed)
   (iii) Assist with staffing special events such as the first-year orientation sale, alumni reunion, SVM tailgate, invited applicant open house, etc.;
   (iv) Along with VMSS Manager, staff the VMSS once per week during orientation week, finals weeks, and summer recess. Staffing is not required over winter break or spring break
   (v) Automatically assume the position of the VMSS Manager at the conclusion of the current VMSS Manager’s term in office.

SECTION 7.23      FACULTY ADVISORS
(A) Faculty Advisors shall:
   (i) Attend all Executive Officer Board meetings, if available
   (ii) Assist the Executive Officer Board in the enforcement of disciplinary and parliamentary procedures
   (iii) Supervise and advise the Chapter Executive Officer Board on all operating procedures of the Chapter
   (iv) Mediate and provide conflict management and resolution when dissension arises amongst the Chapter Executive Officer Board
   (v) Train the incoming Faculty Advisor(s) prior to the current Faculty Advisor’s leaving of office.

ARTICLE VIII. NONFULFILLMENT OF CHAPTER EXECUTIVE OFFICER RESPONSIBILITIES

SECTION 8.01      ATTENDANCE AT SAVMA COORDINATED MEETINGS
(A) Chapter Executive Officers are expected to attend the following scheduled meetings throughout the duration of their term: The President's Cabinet, Executive Officer Meetings, and any meetings that are deemed mandatory within their respective Executive Officer position.
   (i) Excused Absences at Meetings
      1) If an officer cannot attend a meeting, regardless of its classification, throughout the academic year, then direct communication via email to the Executive Officer Board should be sent no later than twenty-four (24) hours prior to the scheduled meeting with a concise description of the conflicting situation; exceptions to this shall include illness or emergencies and, as such, shall be considered on a case-by-case basis.
   (ii) Unexcused Absences at Meetings
      1) Failure to notify the Executive Officer Board will result in an unexcused absence. All Chapter Executive Officers are allotted two (2) unexcused absences from a meeting, regardless of its classification, throughout the course of one (1) academic year. If a Chapter Executive Officer exceeds their allotted (2) unexcused absences within one (1) academic year, then their position will be subject to review by the Executive Officer Board.
SECTION 8.02  ATTENDANCE AT SAVMA COORDINATED EVENTS
(A) For all social, fundraising, and/or volunteering events coordinated by the Chapter, it is expected that a minimum of fifty-percent (50%) of the Chapter Executive Officer Board attend these events or assist in the planning and execution of the event.
   (i) Excused Absences at Events
      1) If an Executive Officer cannot attend an event, then the Chapter’s Executive Officer Board must be notified at a minimum of thirty (30) days prior to the event with a concise description of the conflicting situation. The Executive Officer will be excused and will be expected to assist the primary coordinator of the event in the planning and execution of the event; exceptions to this shall include illness or emergencies and, as such, shall be considered on a case-by-case basis.
   (ii) Unexcused Absences at Events
      1) If an officer has been absent for greater than fifty (50%) percent of all planned Chapter events and there is a failure to notify the Executive Officer Board of any further absences, this will result in an unexcused absence. All Chapter Executive Officers are allotted (1) unexcused absence from a Chapter coordinated event throughout the course of one (1) academic year. If a Chapter Executive Officer exceeds their one (1) allotted unexcused absence within one (1) academic year, then their position will be subject to review by the Executive Officer Board.

SECTION 8.03  EMERGENCY ABSENCES
(A) If a Chapter Executive Officer is unable to attend a meeting or event, regardless of its classification, due to unforeseen circumstances, then an email must be sent to the Chapter Executive Officer Board within twenty-four (24) hours of the unforeseen event.
(B) This category of notification will not be recorded as an excused or unexcused absence and will not have a quantified limitation/restriction.
(C) This category of notification will be recorded with a concise report of the emergency event.
(D) The Executive Officer will be subject to additional duties as deemed appropriate by the Executive Officer Board at a future, non-determined date and time.

SECTION 8.04  REMOVAL OF OFFICERS
(A) If upon sufficient evidence presented to the Executive Officer Board that an Officer is thought to be in breach of their responsibilities, a special meeting shall be called within fourteen (14) days to determine if there is/are justified causes for removal from office. Such removal from office shall require a two-thirds (67%) majority vote of the Executive Officer Board.
   (i) Upon removal, the Chairperson will automatically lose all benefits attributed to the role of chairperson
      1) If the student has utilized any Chapter benefits, such as Individual Funds, the student has until the end of the semester to re-accumulate the appropriate SAVMA Volunteer Points to re-justify their eligibility for the benefits.
      2) If the student is unable to re-accumulate the SAVMA Volunteer Points needed, then repayment of any received funds to Chapter, prior to the start of the upcoming academic year is required.
      3) Failure to provide these funds will result in the student’s ineligibility to qualify as an “Active, Tier I” member of the Chapter in the upcoming year
(B) After removal of a Board member, the President may then assign someone of his or her choosing to the position until another person is elected within one month’s time. This person may not have an additional vote if s/he is currently an officer. If the President takes on the position, s/he may not vote unless in one of the permitting circumstances described in Robert’s Rules of Order.
(C) Under special circumstances, officers may continue to serve as an active Board member even if they are deferring the academic year. Before deferring, the officer must inform the Chapter President of their decision and either the officer may continue as an active member, or the officer may choose to resign. If the officer plans on deferring or leaving the curriculum for the year they have been elected, it is at the discretion of the Board to remove this officer, if they are found to be in breach of their responsibilities. Please refer to subsection A for the protocol for removal

ARTICLE IX. OTHER ELECTED STUDENT POSITION DUTIES

SECTION 9.01 CLASS REPRESENTATIVES

(A) The Class Representative shall:
   (i) Represent the wishes of his or her respective class through membership within the President’s Cabinet;
   (ii) Attend all President’s Cabinet Meetings;
   (iii) Conduct general business of their respective class;
   (iv) Serve as spokesperson for their respective class;
   (v) Advise respective classes of pertinent activities and decisions of the President’s Cabinet;
   (vi) Advise the President’s Cabinet regarding the allocation of their respective class funds;
   (vii) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as Class Representative

(B) Class Representative Elections:
   (i) Election of the Class Representatives shall commence as soon as possible during the first two (2) months of the Fall Semester and shall be coordinated by the SVM’s Office of Academic Affairs
   (ii) The student must be within the first-year of the veterinary curriculum and, once elected, will serve within the Class Representative role of their respective class until graduation

SECTION 9.02 JUNIOR & SENIOR WVMA REPRESENTATIVES

(A) The WVMA Representatives shall:
   (i) Represent the student body at WVMA meetings;
   (ii) Serve on the ISR Committee;
   (iii) Act as a liaison between the Chapter and the WVMA;
   (iv) Organize a membership drive for student membership in the WVMA;
   (v) Present a report of WVMA activities and opportunities at each regular monthly President’s Cabinet meeting;
   (vi) Submit a report within one month of the conclusion of service detailing his or her activities and accomplishments while serving as WVMA Delegate

(B) Junior WVMA Representative Elections:
   (i) Shall be conducted during the Spring Semester of the current year;
   (ii) The elected students must be within the first-year of the veterinary curriculum whereas their primary service within the Junior WVMA Representative position will be throughout their second-year of the veterinary curriculum
   (iii) Upon April 1st of the Junior WVMA Representative’s second year, they will immediately resume the Senior WVMA Representative role and will no longer act within the confines of the Junior WVMA Representative role; unless otherwise stated within the confines of these bylaws

SECTION 9.03 JUNIOR & SENIOR IVSA REPRESENTATIVES

(A) The IVSA Representatives shall:
   (i) Promote opportunities for international exchanges at the SVM;
   (ii) Serve on the ISR Committee;
(iii) Assist the Chapter members who are interested in international veterinary exchanges identify opportunities and complete applications;
(iv) Represent the SVM and the Chapter at IVSA meetings;
(v) Act as a liaison between The Chapter and the IVSA;
(vi) Act as the primary liaison for the IVSA and the student body to communicate all activities and opportunities at each meeting;
(vii) Assist and support foreign veterinary students visiting the area (e.g. serve as a campus guide, help them find housing, etc.);
(viii) Interact with the WVMA, other local veterinary medical associations, and directly with veterinary medical professionals to educate about the IVSA;
(ix) Identify veterinarians interested in hosting foreign students, provide them with the Veterinary Participation Form, and ensure the form is completed and returned to the Chapter International Exchange Officer; 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

(B) Junior IVSA Representative Elections:
   (i) Shall be conducted during the Spring Semester of the current year;
   (ii) The elected students must be within the first-year of the veterinary curriculum whereas their primary service within the Junior IVSA Representative position will be throughout their second-year of the veterinary curriculum
   (iii) Upon April 1st of the Junior IVSA Representative’s second year, they will immediately presume the Senior IVSA Representative role and will no longer act within the confines of the Junior IVSA Representative role; unless otherwise stated within the confines of these bylaws.

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

ARTICLE X. SAVMA-RECOGNIZED CLUBS

SECTION 10.01 SAVMA-RECOGNIZED CLUBS
   (A) The Chapter supports groups of students who join together with a common interest. Each of these groups shall be referred to as a SAVMA-Recognized Clubs (“SRC”).
   (B) Each SRC shall be self-governing except as specifically asserted in these Bylaws. Each SRC shall be responsible for election and term of its officers and the maintenance of its respective constitution. Students who wish to serve as executive officers of a SRC must be, at minimum:
      (i) An Active, Tier I Chapter members as defined in Article III
      (ii) An Active member of the respective SRC, as defined by Article X.

SECTION 10.02 SRC MEMBERSHIP
   (A) To be recognized as an active member of any SRC, the following standards must be met:
      (i) A student must meet the membership requirements as set forth in Article III
      (ii) A student must attend at least two (2) meetings/events per academic year
   (B) An SRC must consist of at least ten (10) veterinary student members with an active status. An updated list of members must be submitted annually to the Chapter Corresponding Secretary.
   (C) No SRC shall charge individual or group membership fees to students; however, SRCS may charge fees to both members and non-members, at the club’s discretion, for laboratories and/or special events.
(i) If the event or laboratory is open for the public to participate, then the club must offer the event and/or laboratory at a discounted rate to their veterinary student members.

(D) All scholarships, grants, and/or other benefits provided by an SRC to the student body shall only be made available and accessible to those students who are “Active” within the respective SRC offering the benefit.

(i) Enactment of this regulation is at the discretion of the respective SRC; however, the SRC must ensure that their constitution and bylaws do not conflict with these bylaws set forth by the Chapter.

(E) As the Chapter will act as the umbrella organization for all SRCs or any Student Chapter of any Nationally Affiliated Organization, any members of this organization are also automatically accounted as active members of the Chapter.

SECTION 10.03 SRC REQUIREMENTS

(A) In order to be officially recognized by the Chapter and receive benefits provided by the Chapter, each SRC must:

(i) Identify and maintain a faculty advisor;

(ii) Have an officer representative attend the annual Club Leadership Officer Orientation (“CLOO”);

(iii) Have at least ten (10) active members in as defined by herein Article XI;

(iv) Record attendance at all club activities;

(v) 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 the Corresponding Secretary of the Chapter Executive Officer Board each fall semester no later than December 15 and each spring semester no later than May 15, or as determined by the Chapter Executive Officer Board;

(vi) Document names of students earning any SAVMA Volunteer Points and dates on which those points were earned then submit those records to the Recording Secretary of the Chapter Executive Officer Board;

(vii) Maintain a written constitution and/or set of bylaws which outlines governance of the SRC which specifies that a student must be an “Active Tier I” Chapter member in order to participate in the SRC, and does not conflict with governance documents and principles of the Chapter, National SAVMA, and the AVMA;

(viii) Submit a treasurer’s report at the end of each semester to both the Treasurer and the Treasurer-Elect of the Chapter Executive Officer Board;

(ix) Provide additional information to the Chapter’s Executive Officer Board upon request;

(x) Fulfill VMSS staffing requirements as directed by the Chapter;

(xi) Fulfill Kitchen, microwave, and lecture hall desk cleaning requirements as directed by the Chapter; and

(xii) Actively serves within the President’s Cabinet and participates in Chapter business addressed during all President’s Cabinet Meetings;

(xiii) Must schedule a minimum of (2) Noontime meetings per academic year;

(xiv) An officer from each SRC must be present at each President’s Cabinet meeting. If more than two (2) meetings do not have a representative from a specific SRC, that SRC’s benefits will be fully revoked (i.e. Educational funds);

(xv) SRCs with less than ten (10) active members may petition the President’s Cabinet in order to remain an SRC recognized by the Chapter. The President’s Cabinet shall determine the continued educational benefit of this SRC and may determine through a two-thirds (67%) majority vote to continue the recognition and provision of benefits for the SRC.
SECTION 10.04 SRC MEETINGS

(A) SRC Lunch N’ Learns

(i) Prior to each academic year, Corresponding Secretary of the Chapter Executive Officer Board shall determine a schedule of Lunch N’ Learn meetings which will occur during the 12:00PM lunch periods Monday through Friday of the upcoming academic year.

(ii) Within seven (7) days of the publication of the Lunch N’ Learn schedule, the president of a SRC may submit a petition to the Corresponding Secretary of the Executive Officer Board for a change in their pre-scheduled 12:00PM lunch period reservation(s). The Corresponding Secretary of the Chapter Executive Officer Board may grant or deny this request based on their assessment of the schedule. Unless changed by the Chapter Executive Officer Board, this schedule of SRC Lunch N’ Learns shall be considered final one week after its initial publication.

(B) Meetings of SRCs at Times Other Than Noontime

(i) SRCs shall have the right to schedule meetings and events at times other than during the pre-scheduled 12:00PM lunch period, at their discretion.

(ii) If this occurs, then the SRC will be responsible for:

1) All room reservations associated with their meeting or event
2) Notifying the Corresponding Secretary of the meeting if the SRC would like publication within Chapter-governed publicity platforms
3) Publicizing their meeting or event; especially if the meeting or event is outside the established submission time frame of publication within the Chapter-governed publicity platforms

(C) SRC Lunch N’ Learn Notifications and Student Involvement

(i) All communications, regarding club meetings, must be sent to the Chapter’s Corresponding Secretary at a minimum of seventy-two (72) hours prior to the meeting and/or event which will be officially communicated and published on any official Chapter communication platforms

1) Failure to communicate according to the specified time, seventy-two (72) hours prior to the potential event date, will result in a non-publishing of the event until the following publication period of the Corresponding Secretary

(ii) Food may be provided and/or sponsored by the SRC or a company/industry as long as the document for sign-up is available to students for a minimum seventy-two (72) hour time period

1) If an SRC fails to allow students the seventy-two (72) hour window of eligibility to provide a written expression of interest, then that SRC will be subject to disciplinary action as determined and deemed appropriate by the President’s Cabinet

2) If a student has signed-up to attend an SRC meeting and receive food, then they are expected to attend.

a) Failure of a student to attend an SRC’s meeting twice, without prior notification, where a student has written expression of interest will result in an immediate revocation of:

i) The student’s ability to become an “Active” member of that SRC for the remainder of the academic year
ii) The student’s ability to partake in the Lunch and/or Dinner selections provided by that SRC for the remainder of the academic year
iii) The student’s ability to become an Officer of that SRC for the remainder of the academic year.
iv) One (1) SAVMA Volunteering Point from their Individual Chapter Record within the same semester of the offense

b) Failure of a student, who previously signed up to attend the meeting and receive food, to attend multiple SRC’s meetings greater than two (>2) times, without prior notification, shall result in:
i) The student’s inability to partake in any Lunch and/or Dinner provided by any SRC or the Chapter

ii) The student’s inability to be nominated for an officer role in any SRCs for the remainder of the academic year

iii) Loss of one (1) SAVMA Volunteer Point preceding the incident date.

SECTION 10.05 ELECTIONS FOR SRC-SPECIFIC EXECUTIVE OFFICER BOARDS

(A) Regulation for candidacy for any SRC-Specific Executive Officer Board position are as follows:
   (i) Each student must be a National SAVMA member, an Active, Tier I Chapter member according to the guidelines established by Article III, and an Active Member of the respective SRC.
   (ii) No class restrictions are sanctioned by the Chapter. Consult the individual SRC’s constitution and bylaws for any restrictions regarding class/year.

(B) Selection of Students for Elected Chapter Executive Officer Board Positions
   (i) Nominations
      1) Nominations shall be opened at least (14) days prior to the predetermined election date and shall remain opened for at least (7) days prior to the predetermined election-close date.
   (ii) Elections
      1) All SRC elections shall be held after the elections of the Chapter Executive Officer-Elect Board;
      2) Unless the position is uncontested, all positions shall be elected by written or by electronic ballot conducted only by those individuals who are considered active Chapter members according to the guidelines established by Article III;
      3) SRC Officers shall serve for twelve (12) consecutive months in their elected role. The Officer’s term in their designated roles must be explicitly stated within the individual SRC’s Constitution and Bylaws to ensure appropriate contacts are listed and necessary communication can commence as soon as possible.

SECTION 10.06 SRC-SPECIFIC EXECUTIVE OFFICER BOARDS

(A) Maintain a written constitution and/or set of bylaws which outlines governance of the SRC which specifies that a student must be an “Active, Tier I” Chapter member in order to participate in the SRC, and does not conflict with governance documents and principles of the Chapter, National SAVMA, and the AVMA;

(B) Each SRC shall have an established constitution which outlines the responsibilities of their Executive Officer Board Members which shall also include the following additions and/or amendments:
   (i) In order to be eligible for an Executive Officer Board position of any SRC, a student must be:
      1) An “Active, Tier I” member of the Chapter or must fulfill this requirement prior to the end of the academic year in which they were elected;
      2) An “Active” member of (insert respective SRC name here) as outlined within the SAVMA Chapter at UW-Madison’s Constitution and Bylaws;
   (ii) No SRC shall hold elections prior to the Elections the election of the Chapter’s Executive Officer-Elect Board, unless otherwise indicated by the Chapter’s President of the Executive Officer Board.

SECTION 10.07 SAVMA BENEFITS PROVIDED TO SRCS

(A) Each SRC that meets the requirements outlined in Article XI shall receive the following benefits:
   (i) Six (6) Lunch N’ Learn reservations per year or three per semester that may be utilized as SRC leadership determines;
   (ii) Five hundred dollars ($500.00) each academic year to be used for educational purposes (“SRC Educational Funds”)
SECTION 10.08 SRC Mergers & Consolidation

(A) In the event that two (2) or more SRCs begin to merge, the Chapter will award a one-time award of three-hundred dollars ($300.00) to the single SRC produced following the merger if:

(i) The merging SRCs have met the SRC requirements set forth in Article X of these bylaws
(ii) The merging SRCs’ objectives, purpose, and mission are closely related
(iii) The merging SRCs have proof of all bank account closures. Each of which must be presented to the Chapter Treasurer.
(iv) The SRC produced from the merger have an executive board minimally comprised of:
   1) One (1) President or two (2) Co-Presidents
   2) One (1) Secretary
   3) One (1) Treasurer
(v) During the semester of the merger and the academic year following the merger, the SRC produced from the merger will have the ability to request up to five (5) Lunch N’ Learns per semester or ten (10) Lunch N’ Learns per academic year with reservations made by the Chapter
   1) Once this time frame has passed, the SRC produced from the merger will return to the original benefits available to all non-merged SRCs.

(B) The SRC produced from the merger does not have to seek re-approval from the President’s Cabinet

(C) The SRC produced from the merger will immediately be eligible to apply for and receive Club Education Funds, if neither of the SRCs prior to the merger utilized these funds within the current academic year
   (i) If the SRCs has utilized their Club Education Funds prior to the merger, then the combined total of the utilized amounts will be summed and subtracted from the five-hundred-dollar ($500.00) maximum for that academic year
      1) For Example: If Club A utilized $50.00 of Club Education Funds and Club B utilized $200.00 of Club Education Funds, then the sum of the utilized amounts, $250.00, will be subtracted from the $500.00 maximum offered to SRCs through Club Education Funds. Therefore, Club C (the single SRC produced from the merger), will only be eligible to receive $250.00 total from Club Education Funds for the remainder of the current academic year.

(D) Once the merger has been conducted, the SRC produced after the merger will not be allowed to separate for the remainder of the current year and the academic year immediately following the completion of the merger.
   (i) If the SRC produced after the merger does separate into separate SRCs within the restricted period, the SRCs produced after the separation will be responsible for returning the combined total of three-hundred dollars ($300.00) to the Chapter Treasurer.

SECTION 10.09 Formation of a New SRC

(A) If a student would like to establish/become recognized by the Chapter, then:
   (i) The student must be an “Active, Tier I” Chapter Member at the time of the club’s presentation to the President’s Cabinet
   (ii) The student must email the Chapter Recording Secretary to be added to the agenda of the President’s Cabinet Meeting. Once the addition is confirmed by the Recording Secretary, the student must present their new club proposal at the previously designated President’s Cabinet Meeting and articulate the following details to the President’s Cabinet:
      1) Identification and designation of a Faculty Advisor in which their name and email should readily be provided upon request
      2) Objectives that are distinct and distinguishable from all other existing SRCs
      3) The student must have a minimum of two (2) pre-planned club meetings to present to the President’s Cabinet which must be executed during the semester of its presentation
4) An Executive Officer Board minimally composed of a President, Secretary, and Treasurer
5) A minimum of ten (10) active members by the conclusion of the semester of its presentation
6) A drafted Constitution and/or set of Bylaws by which the SRC will be governed, that does not conflict with the Chapter’s Governing Constitution and Bylaws, by the club’s date of presentation to the President’s Cabinet.

(B) If approved by the President’s Cabinet, the potential SRC will enter a probationary period whereas they will not become an official SRC until the semester immediately following its incorporation by the President’s Cabinet.

(i) During this probationary period, the potential SRC must complete all requirements as previously presented to the President’s Cabinet.
   1) Failure to complete the requirements will result in an automatic rejection of the club’s application to become a SRC
(ii) Potential SRCs will not have access to any of the Chapter benefits provided to established SRCs outlined in these bylaws until the semester immediately following its incorporation by the President’s Cabinet.

SECTION 10.10 NONFULFILLMENT OF SRC REQUIREMENTS & STUDENT LEADER RESPONSIBILITIES

(A) SRCs that fail to meet the requirements outlined within these bylaws shall be denied the aforementioned benefits as deemed appropriate by the President of the Chapter Executive Officer Board or shall receive reduced benefits. SRC leadership may contest these decisions by submitting a written petition to the Chapter Executive Officer Board and will be voted on at the upcoming President’s Cabinet meeting and will be determined by a two-thirds (67%) majority vote

(B) If upon sufficient evidence presented to the Executive Officer Board that a student leader is thought to be in breach of their responsibilities, a special meeting of the President’s Cabinet shall be called within two weeks to determine if there is/are justified causes for removal from office.

(C) If the student is found to be in breach of their duties, as written by their SRC Constitution and/or bylaws and as found within these bylaws, they will automatically lose all benefits attributed to their SRC Leadership Role.

(i) If the student has utilized any Chapter benefits, such as Individual Funds, the student has until the end of the semester to re-accumulate the appropriate SAVMA Volunteer Points to re-justify their eligibility for the benefits.
   1) If the student is unable to re-accumulate the SAVMA Volunteer Points needed, then repayment of any received funds to Chapter, prior to the start of the upcoming academic year is required.

(ii) Failure to provide these funds will result in the student’s ineligibility to qualify as an “Active” member of Chapter in the upcoming year; rendering them incapable of receiving any and all fourth-year and post-graduation benefits.

ARTICLE XI. COMMITTEES

SECTION 11.01 OVERVIEW OF COMMITTEES
(A) The Chapter shall make use of committees for business that is too complex or numerous to be handled directly by the Chapter Executive Officer Board

SECTION 11.02 COMMITTEE LEADERSHIP AND MEMBERSHIP
(A) The President shall appoint a chairperson and fill vacancies for each committee unless a previously stated appointment has been declared within these bylaws. The Executive Officer Board shall have the right to reject this appointment and request a vote of the Executive Officer Board to determine an alternative appointment.
(B) Committee members shall be on a volunteer basis and open to all “Active” Chapter members, as defined in Article III.

SECTION 11.03 REQUIREMENTS OF EACH COMMITTEE
(A) Committees with active business shall report on a monthly basis to the Executive Officer Board and the President’s Cabinet. This report shall be made by the Chairperson of the committee. If the Chairperson is not available, then the Chairperson must appoint a proxy to relay all information related to the active business of their respective committee.

(B) Each chairperson of a committee that requires funding shall provide a budget to the Executive Officer Board who will then request amendments and/or clarifications as deemed necessary. The amended proposed budget will then be delivered to the Treasurer who will regulate the disbursement of the requested funding.

(C) 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

(D) Additional requirements of specific committees can be found within the attachments to these bylaws.

SECTION 11.04 NONFULFILLMENT OF COMMITTEE DUTIES
(A) Nonfulfillment of Chairperson Responsibilities
   (i) If upon sufficient evidence presented to the Executive Officer Board that a Chairperson of any Committee(s) is thought to be in breach of their responsibilities, a special meeting shall be called within two weeks to determine if there is/are justified causes for removal from office. Such removal from office shall require a two-thirds (67%) majority vote of the Executive Officer Board
   (ii) Upon removal, the Chairperson will automatically lose all benefits attributed to the role of chairperson.
      1) If the student has utilized any Chapter benefits, such as Individual Funds, the student has until the end of the semester to re-accumulate the appropriate SAVMA Volunteer Points to re-justify their eligibility for the benefits.
      2) If the student is unable to re-accumulate the SAVMA Volunteer Points needed, then repayment of any received funds to the Chapter, prior to the start of the upcoming academic year is required.
      3) Failure to provide these funds will result in the student’s ineligibility to qualify as an “Active, Tier I” member of the Chapter in the upcoming year.

(B) Nonfulfillment of Committee Member Responsibilities
   (i) The Committee Member(s) who fail to fulfill their responsibilities as defined by the attachments and/or defined, written format, by the Chairperson are subject to immediate dismissal from the committee and shall see all benefits awarded in relation to the respective committee revoked including—but not limited to—all SAVMA Volunteer Points attributed to their participation within the committee and funds received.
   (ii) The Chairperson of the respective committee shall be the primary enforcer of disciplinary action. Once enacted, the chairperson of the respective committee shall gather and report all evidence supporting a students’ nonfulfillment of their Committee Member responsibilities to the Executive Officer Board
   (iii) The Chairperson may elect to replace the student via direct-appointment to the vacancy.

SECTION 11.05 STANDING COMMITTEES
(A) Standing committees shall exist for ongoing, major activities of the Chapter. The following committees are considered standing committees and are further defined within the attachments to these bylaws:
   (i) Fundraising Committee
(ii) Wellness Committee
(iii) Industry Student Representative Committee
(iv) Faculty-Student Interactions Committee
(v) Curriculum Committee

(B) Members of standing committees shall earn two (2) SAVMA Volunteer Points for their service.

SECTION 11.06 AD HOC COMMITTEES
(A) Ad hoc committees shall be formed when needed for specific short-term activities of the Chapter. The President shall appoint the committee chair and define the composition and responsibilities of each ad hoc committee as needed. The President’s Cabinet shall have the right to reject the formation of an ad hoc committee and/or its definition and request a vote of the President’s Cabinet to determine an alternative.

(B) Members of Ad Hoc Committees shall earn one (1) SAVMA Volunteer Point.

ARTICLE XII. SAVMA VOLUNTEER POINTS

SECTION 12.01 SAVMA VOLUNTEER POINT(S), DEFINITION
(A) The purpose of SAVMA Volunteer Points (SVPs) is to ensure that students attending the SVM are receiving a well-rounded experience during their time here at the University of Wisconsin, School of Veterinary Medicine. These SVPs are awarded by way of volunteering and/or attending pre-approved events affiliated with the SVM and/or the University of Wisconsin. Generally, these activities will be directed at providing the student the opportunity to give back to the country, local community, campus, the Chapter and/or the SVM through attending service events.

SECTION 12.02 APPROVAL OF SAVMA VOLUNTEER POINTS
(A) SVP opportunities must be submitted to the Chapter’s Recording Secretary via email thirty-six (36) hours prior to the President’s Cabinet Meeting. The opportunities will be presented to the members of the President’s Cabinet for consideration and approval. Final approval will be made when a two-thirds (67%) majority of votes of the President’s Cabinet has been made.

(i) If an SRC Executive Officer has any additional SVPs that did not make the agenda deadline, then those SRC Representatives will be allowed to present those opportunities during the SRC/Event Announcements and can be motioned for approval, seconded, and voted on at this time. Approval will still require two-thirds (67%) majority vote of the President’s Cabinet and can only be presented if time permits; meaning, once the time period has concluded, if an SRC is unable to present their SVP, then they will have to submit their SVP Opportunity to the Chapter Recording Secretary to be added to the next upcoming President’s Cabinet Meeting.

(B) All SAVMA Volunteer Point opportunities that are submitted for approval over the summer term must be emailed to the Chapter Executive Officer Board. The Chapter Executive Officer Board will send the proposal out to the President’s Cabinet for feedback, and ultimately will approve or deny any opportunities within a week of submission. Any SVPs obtained by students over the summer term will be directly applied to their upcoming academic year record.

(C) If an SRC has knowledge of an SVP opportunity that will be available annually, then the SRC will not be required to seek approval of said SVP Opportunity by the President’s Cabinet. A list of annually executed SVP Opportunities presented by SRCs shall be recorded and posted by the Chapter Corresponding Secretary. SRCs will, however, be required to present this SVP opportunity at a President’s Cabinet Meeting prior to the execution of the event.

SECTION 12.03 SAVMA VOLUNTEER POINT DISTRIBUTION
(A) SAVMA Volunteer Points for Leadership Roles in SRCs

(i) If a student holds a leadership role within an SRC that is clearly and distinctively defined by the SRC’s constitution and/or bylaws, then those students shall earn two (2) SAVMA Volunteer Points for every SRC leadership role held.
(ii) Students who serve on any Chapter recognized standing committee, as defined in these bylaws, shall earn two (2) SAVMA Volunteer Points.

(iii) Students who serve on any Chapter recognized Ad-Hoc Committee, as defined by these bylaws, shall earn one (1) SAVMA Volunteer Point.

(iv) Students who serve as an Officer on the Chapter Executive Officer Board shall earn six (6) SAVMA Volunteer Points.

(v) All SAVMA-Approved Event requesting volunteers, in accordance with these bylaws, shall award one (1) SAVMA Volunteer Point per two (2) hours of volunteering, unless otherwise approved by two-thirds (67%) of the President’s Cabinet.

(vi) The awarding and distribution of SAVMA Volunteer Points are contingent upon the completion of the event or, if awarded for an SRC Leadership Role, then the student is expected to complete their full term within the role as defined by the respective SRC constitution and/or bylaws.

(B) Timeline of SAVMA Volunteer Point Distribution.
   (i) At the beginning of the semester in which the newly elected officers assume their official position
   (ii) Within three (3) business days of receiving the official list of volunteers from the Event Coordinator or the Secretary of the organizing SRC

SECTION 12.04 NONFULFILLMENT OF STUDENT LEADER RESPONSIBILITIES
   (A) If upon sufficient evidence presented to the Executive Officer Board that a student leader is thought to be in breach of their responsibilities, a special meeting shall be called within two weeks to determine if there is/are justified causes for removal from office.
   (B) If the student is found to be in breach of their duties, as written by their SRC Constitution and/or bylaws and as found within these bylaws or has abruptly vacated their position they will automatically lose all benefits attributed to their SRC Leadership Role.
   (i) If the student has utilized any Chapter benefits, such as Individual Funds, the student has until the end of the semester to re-accumulate the appropriate SAVMA Volunteer Points to re-justify their eligibility for the benefits.
      1) If the student is unable to re-accumulate the SAVMA Volunteer Points needed, then repayment of any received funds to the Chapter, prior to the start of the upcoming academic year is required.
   (ii) Failure to provide these funds will result in the student’s ineligibility to qualify as an Active, Tier I Chapter Member in the upcoming academic year; rendering them incapable of receiving any and all fourth-year and post-graduation benefits.

ARTICLE XIII. FINANCING

SECTION 13.01 FISCAL YEAR BUDGETING
   (A) The Chapter Treasurer shall be responsible for coordinating the budget process. Prior to each fiscal year, the Treasurer shall work with the Treasurer-elect to prepare a budget and guide that budget through the approval process as follows.
   (B) Treasurer and Treasurer-elect shall draft a budget including financial data from the previous year and projected financial data for the upcoming year.
   (C) Proposed budget shall be presented to the Chapter Executive Officer Board at least one week prior to presentation at a President’s Cabinet meeting.
   (D) Treasurer shall present a draft of the budget to the Chapter Executive Officers as soon as possible in fall semester. The proposed budget shall be discussed and modified as necessary until the Chapter Officers approve the proposed budget where it will later be presented to the President’s Cabinet for final approval.
   (E) Proposed budget shall be publicly posted for at least one week prior to presentation at a President’s Cabinet meeting.
(F) The Treasurer shall present the draft of the budget at the first President's Cabinet meeting of the academic year. The proposed budget shall be discussed and modified as necessary until the President's Cabinet approves the proposed budget.

(G) After approval by President's Cabinet, the budget shall take effect immediately

SECTION 13.02 MORRIE WAUD CLASS FUNDS

(A) In an effort to fund students at a level that will ensure camaraderie and a welcoming atmosphere for students, Morrie Waud has graciously donated funds to support each individual class. These funds will be moderated by the Chapter and, as such, the Chapter will provide a yearly stipend to each class for their use in fundraising, social, or educational events.

(B) Each class at the UW-Madison, SVM will be entitled to up to one-thousand dollars ($1000) per academic year, accessible only by the Class Representative with the exception of the current fourth year class who shall be entitled to two-thousand dollars ($2000) for the current academic year.

(C) Each class’ SAVMA membership will be evaluated on or before September 15th of each academic year.
(i) For classes with 100% membership, the entire $1000 shall be awarded.
(ii) For classes without 100% membership, the percentage of membership shall be applied to the $1000.
   1) For example, if 98% of the class has membership, $980 will be awarded to that class.

(D) This will be outlined for the first-year class during orientation, to make them aware of the September 15th deadline for membership, unless the date has been changed by the Chapter Executive Officer Board.

(E) In order for the Class Representative to access Class Funds, they must:
(i) Have a two-thirds (67%) majority approval of the event from their respective class members
   1) All students are available to vote for the activity. However, only students who have paid the National SAVMA and Chapter dues are eligible to attend the event(s)
(ii) Submit a formal proposal to the Chapter President which would include:
   1) A description of the event
   2) Estimated number of attendees
   3) Estimated cost of the event

(F) After the event has concluded, the Class Representative must submit:
(i) Legible, itemized receipt of the costs of the event
(ii) If applicable, all unused funds must be returned to the Chapter Treasurer. Unused funds will return to the class’ total funds that are available to the class for their events
(iii) A personalized card expressing gratitude towards Morrie Waud’s generosity.

ARTICLE XIV. AMENDMENTS

SECTION 14.01 GOVERNING DOCUMENTS AMENDMENT PROPOSAL

(A) Proposals to amend the Bylaws must be delivered to the President of the Chapter Executive Officer Board in writing no more than sixty (60) and not less than five (5) days prior to the President’s Cabinet meeting in which they are to be presented. Proposals not delivered by this time may be presented to the President’s Cabinet at the Chapter President's discretion.
(i) Amendments of these Bylaws must first be presented to the President’s Cabinet at a meeting at which a quorum is present. Approval of proposed amendments shall require the act of two-thirds (67%) of the members of the President’s Cabinet present at this meeting.
(ii) After approval by the President’s Cabinet, 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-thirds (67%) of the members present at this meeting.
(iii) After approval by the chapter, the amendments shall immediately take operational effect and the Bylaws shall be modified to reflect the approved changes.
(B) The AVMA and National SAVMA shall have the right to reject changes to these Bylaws. After approval by National SAVMA, the President shall advise appropriate representation at the AVMA and National SAVMA by providing an updated copy of the Bylaws. Amendments shall remain in effect unless otherwise indicated by the AVMA and National SAVMA.

SECTION 14.02 AMENDMENTS TO THE ATTACHMENTS OF THESE BYLAWS

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

(B) Any changes made to the attachments will require the presentation of the proposed changes to the President’s Cabinet at their respective meeting immediately following the amendments.

(C) No formal vote is necessary; however, the President’s Cabinet may inquire about rationale for changes as well as request further amendments to best accommodate the student body.
ATTACHMENT I.  VETERINARY MEDICAL SCHOOL STORE

Attachment Section 1.01  VETERINARY MEDICAL STUDENT SUPPLY OBJECTIVES

(A) The Veterinary Medical Student Supply (“VMSS”) shall function as a student-operated, non-profit store and shall:
    (i) Offer supplies and clothing to the students, faculty, and staff of the SVM at reasonable rates;
    (ii) Provide financial resources for investment in Chapter programs; and
    (iii) Sell merchandise on behalf of SRCs
    (iv) The Executive Officer Board shall be the governing body of the VMSS and the VMSS Manager shall be responsible for the daily operations of the VMSS.

Attachment Section 1.02  ADMINISTRATION OF THE VMSS

(A) Each year, the VMSS Manager shall hire one (1) student for a two-year term of service. This student shall serve as VMSS Assistant Manager for one year then serve as VMSS Manager for the next year. The Chapter Executive Officer Board shall solicit all Chapter members in the current first year class for applications of interest. The student selected for the position shall assume service in the VMSS 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.

(B) Upon satisfactory completion of responsibilities, the VMSS Manager shall receive a monthly stipend of $200.00.

(C) Upon satisfactory completion of responsibilities, the VMSS Assistant Manager shall receive a monthly stipend of $100.00. (= half monthly stipend of VMSS Manager)

(D) The Chapter Treasurer shall be responsible for all financial accounting and reporting for the VMSS.

Attachment Section 1.03  CONSIGNMENT MERCHANDISE IN THE VMSS

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

(B) Each SRC shall be responsible for providing the merchandise for consignment and determining pricing of each item.

(C) Proceeds from consignment merchandise shall be paid to the appropriate SRC three (3) times per year (at the conclusion of fall semester, spring semester, and summer break). The Chapter shall remit proceeds through a business check placed in the SRC’s Chapter-issued mailbox.
ATTACHMENT II.  PET FOOD SUPPLY

Attachment Section 2.01  PET FOOD SUPPLY OBJECTIVES

(A) 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
   (ii) Provide financial resources for investment in the Chapter’s programs.

(B) 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 Chapter.

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

Attachment Section 2.02  ADMINISTRATION OF THE PFS

(A) The Executive Officer 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, an Assistant Manager shall be in service at any given time.

(B) Each year, the PFS Manager shall hire one (1) student for a two-year term of service. This student shall serve as PFS Assistant Manager for one year then serve as PFS Manager for the next year. The Chapter Executive Officer Board shall solicit all Chapter 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.

(C) Upon satisfactory completion of responsibilities defined within these bylaws, the PFS Manager shall receive a monthly stipend of $240.00

(D) Upon satisfactory completion of responsibilities defined within these bylaws, the PFS Assistant Manager shall receive a monthly stipend of $120.00

(E) The Chapter Treasurer shall be responsible for all financial accounting and reporting for the PFS.

Attachment Section 2.03  LIABILITY STATEMENT OF THE PFS

(A) The Chapter and the PFS will not be held liable for purchased products once they leave the confines of the PFS holding facility. This includes—but is not limited to—placement of ordered products into the VMTH Hallways, near or in front of personal student lockers, and any other request which requires delivery of ordered products away from the PFS holding facility and to any disclosed or undisclosed locations.

(B) Returns may be initiated in the event of an issue with the manufacturing of the ordered product or the recent loss of the registered pet/companion animal. With either rationale, each case will be personally reviewed by the PFS Manager and the PFS Assistant Manager and all decisions will be communicated, via email, to the client.
   (i) If there are any extenuating circumstances that are not addressed by Attachment II, Section 2.03, then those will also be personally reviewed by the PFS Manager and the PFS Assistant Manager and all decisions will be communicated, via email, to the client.
ATTACHMENT III. FUNDRAISING COMMITTEE GUIDELINES

Attachment Section 3.01 COMPOSITION
(A) The Fundraising Committee shall consist of the Fundraising Director, the Fundraising Assistant Director, two (2) first-year veterinary medical students and two (2) second-year veterinary medical students who are Active Chapter Members.

Attachment Section 3.02 COMMITTEE CHAIRPERSON
(A) Fundraising Director
(B) Assistant Fundraising Director

Attachment Section 3.03 RESPONSIBILITIES
(A) Members of this committee are expected to:
   (i) Work closely with the Chapter Treasurer and the SAVMA Delegates to ensure all Chapter fundraising events and activities accrue revenue.
   (ii) Adhere to the University’s policies for corporate and industry interactions
   (iii) Adhere to all University policies related to alcohol usage, liability, space reservations and any other policies that would directly and/or indirectly affect the execution of an event or activity coordinated by this committee
   (iv) Attend all monthly scheduled fundraising meetings as determined by the Fundraising Director and/or the Assistant Fundraising Director
   (v) Assist the Fundraising Director and Fundraising Director-Elect in planning and the execution of all fundraising events and activities
   (vi) Attend all fundraising events and/or activities

Attachment Section 3.04 ABSENCE AT EVENTS
(A) Committee Member Absences from Fundraising Events and/or Activities should be submitted to the Fundraising Director prior to the execution of the event.
(B) Submitted absence requests, emergency or otherwise, from any fundraising events and/or activities shall be approved or denied at the discretion of the Fundraising Director
(C) Failure to communicate an absence from any Fundraising Event and/or activity will result in an unexcused absence
   (i) A maximum of two (2) unexcused absences will be allotted for any member of the committee. If a committee member accumulates more than the two (2) allotted unexcused absences, then they will be subject to penalties deemed appropriate by the Fundraising Director.
ATTACHMENT IV. WELLNESS COMMITTEE GUIDELINES

Attachment Section 4.01  COMPOSITION OF THE WELLNESS COMMITTEE
(A) Two (2) students will be selected from the first, second and third year classes to compose a six (6) member committee
(B) These students shall be selected by two-thirds (67%) majority vote of the Chapter’s General Membership Body

Attachment Section 4.02  CHAIRPERSONS OF THE WELLNESS COMMITTEE
(A) Vice-President will serve as the Chair
(B) Vice-President-Elect will serve as the Vice-Chair

Attachment Section 4.03  RESPONSIBILITIES OF THE WELLNESS COMMITTEE MEMBERS
(A) This committee shall be the primary coordination committee of Chapter’s Wellness Events and Activities
(B) Wellness Committee members:
   (i) Will be responsible for attending monthly Wellness Committee meetings and any additional meetings as deemed necessary by the Chair and Vice-Chair.
   (ii) Will be responsible for independently conducting at least one (1) activity per semester not included in Wellness Week
   (iii) Must independently plan, lead, and execute at least one (1) activity during the Fall and Spring “Wellness Weeks”
   (iv) Must be available to assist with the execution of Wellness Week, both in the Fall and Spring, as found appropriate and designated by the Chair and Vice-Chair
   (v) Will complete all duties and tasks as deemed appropriate by the Chair and Vice-Chair of the Wellness Committee
   (vi) Are expected to communicate effectively and efficiently with the remaining members of the committee, the Vice-President, the Vice-President-Elect, and the Faculty Advisor

Attachment Section 4.04  ABSENCE AT EVENTS
(A) Wellness Committee Member Absences from Wellness Events and/or Activities should be submitted to the Vice-President prior to the execution of the event.
(B) Submitted absence requests, emergency or non-emergency, from any wellness events and/or activities shall be approved or denied at the discretion of the Vice-President
(C) Failure to communicate an absence from any Fundraising Event and/or activity will result in an unexcused absence
   (i) A maximum of two (2) unexcused absences will be allotted for any member of the committee. If a committee member accumulates more than the two (2) allotted unexcused absences, then they will be subject to penalties deemed appropriate by the Vice-President
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
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.

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.
ATTACHMENT VI. FACULTY-STUDENT LIAISON & CURRICULUM COMMITTEE GUIDELINES

Attachment Section 6.01 COMPOSITION OF THE FACULTY-STUDENT LIAISON COMMITTEE

(A) The Faculty-Student Liaison Committee shall be composed of two (2) students from each of the first, second, third and fourth year class (if applicable), Faculty and Staff of the SVM

(B) These students shall be selected by two-thirds (67%) majority vote of their respective class and officially appointed by their respective Class Representative and shall be committed to a three (3) year commitment and shall attend all meetings indicated by the Office of Academic Affairs

(C) Each of the appointed members of this committee shall be reported to the appropriate faculty and/or staff member of the Office of Academic Affairs.

Attachment Section 6.02 COMPOSITION OF THE CURRICULUM COMMITTEE

(A) The Curriculum Committee shall be composed of two (2) students from each of the first, second, third and fourth year class (if applicable), Faculty and Staff of the SVM

(B) These students shall be selected by two-thirds (67%) majority vote of their respective class and officially appointed by their respective Class Representative and shall be committed to a three (3) year commitment and shall attend all meetings indicated by the Office of Academic Affairs

(C) Each of the appointed members of this committee shall be reported to the appropriate faculty and/or staff member of the Office of Academic Affairs.

Attachment Section 6.03 CHAIRPERSON

(A) The Faculty-Student Liaison and the Curriculum Committees are overseen by the Office of Academic Affairs.

Attachment Section 6.04 COMMITTEE MEMBER RESPONSIBILITIES

(A) Faculty-Student Liaison Committee Student Members shall:
   (i) Assist in the assessment and evaluation of the class’ academically related concerns
   (ii) Assist in the creation, execution, and advertisement of the SVM Instructor Awards
   (iii) Attend and participate in the monthly Faculty-Student Liaison Committee meetings as established by the Office of Academic Affairs
   (iv) Collect, relay and act as the primary liaison to the Faculty-Student Liaison Committee for their respective class
   (v) Serve on the Faculty-Student Liaison Committee

(B) Curriculum Committee Student Members shall:
   (i) Act as ex-officio, non-voting members of the Curriculum Committee
   (ii) Participate in all monthly open meetings of the Curriculum Committee as established by the Office of Academic Affairs
   (iii) Provide student insight on the policies regarding courses of instruction and educational programs
   (iv) Assist in the review, evaluation and competencies of the Veterinary Medical Program of the SVM
ATTACHMENT VII. INDIVIDUAL EDUCATION FUNDS GUIDELINES

Attachment Section 7.01 OVERVIEW

(A) Individual Education Funds Application are intended to provide additional supplemental funding for active Chapter Members seeking extracurricular educational opportunities. Therefore, each eligible student should utilize these funds in a manner aligned with the Chapter’s mission and purpose which include—but are not limited to—attendance at veterinary conferences, veterinary medical association meetings, National SAVMA Symposia, and other veterinary related training opportunities.

Attachment Section 7.02 QUALIFICATIONS & REGULATIONS OF INDIVIDUAL EDUCATION FUNDS

(A) Only active Chapter Members are eligible to submit an Individual Funds Application (IFA) whereas membership qualifications are defined in Article III of the Chapter’s Constitution and Bylaws.
   (i) Active, Tier I Chapter Members are eligible to receive up to $100.00
   (ii) Active, Tier II Chapter Members are eligible to receive up to $200.00

(B) Active Chapter Members are only eligible to receive a maximum of $200.00 per academic year; which is equivalent to a maximum of $800.00 throughout the Chapter Member’s time in the veterinary curriculum.
   (i) This maximum funding allocation of $800.00 also applies to Chapter Members enrolled in any dual degree program and membership requirements regarding this circumstance are further explained in Article III of the Chapter’s Constitution and Bylaws.
   (ii) Individual Education Funds will not be disbursed unless the Chapter Members have met the membership criteria respective to the quantity of their funds request.
       1) For Example: a student can submit an IFA for $200.00; but, the student must complete the Active, Tier II membership requirements before disbursement of the funds
   (iii) No Active Chapter Member may request, nor allocate, greater than four-hundred dollars ($400) towards any one (1) extracurricular educational experience.

(C) The Chapter Member must submit their IFA:
   (i) For approval by the President’s Cabinet seven (7) days PRIOR to any scheduled President’s Cabinet meeting that precedes the date of the extracurricular educational opportunity
   (ii) PRIOR to the start of the extracurricular educational opportunity that the funds will be applied towards

(D) If approved by the President’s Cabinet and the student attends the event, then all original receipts related to the individual’s extracurricular educational opportunity should be submitted within fourteen (14) days of the opportunity’s conclusion with the completed Check Request Form attached.
   (i) Failure to submit these original receipts, and the completed accompanying Check Request Form, within this specified time frame will result in an automatic rejection of the application and non-disbursement of the requested funds.
   (ii) Once rejected, a Chapter Member cannot re-submit the Check Request for the same experience. However, they will remain eligible to submit the IFA for a future extracurricular educational opportunity.

(E) The following will not be reimbursed via the Individual Education Funds and will automatically result in an immediate rejection:
   (i) Retroactive Funding Requests submitted by a first, second, or third year student
   (ii) Food and Beverages Purchases
   (iii) Registration at meetings, conferences, or events in Madison (unless the cost of attendance exceeds $50.00)
   (iv) Incomplete and/or Incorrect Check Requests
   (v) Incomplete IFA Submissions
   (vi) Illegible and/or Incorrect Receipt Submissions

(F) Incomplete IFAs, Check Requests that are incorrect or incomplete, and/or Receipts that are illegible will be returned to the original submitter. If rejected, a Chapter Member:
(i) Can re-submit the amended IFA for the same experience. However, it will be subject to the same aforementioned regulations and application processing.

(ii) Cannot re-submit the Check Request for the same experience. However, they will remain eligible to submit the IFA for a future extracurricular educational opportunity. In any case, the student will then have twenty-four (24) hours to make all appropriate amendments before the Check Request is rejected.

(G) If an individual receives funding through another source (e.g. a club, scholarship, fellowship), then they are not required to submit any expenses paid or reimbursed by the additional source to the Chapter.

Attachment Section 7.03  
APPLICATION PERIODS

(A) Students may apply for Individual Education Funds during the following periods:

(i) First, Second, and Third Year Students: September 1st of the current academic year through April 30th of the current academic year
   1) For Example: September 1st, 2018 – April 30th, 2019

(ii) Fourth Year Students: May 1st of the current academic year through May 1st of the following academic year
   1) For Example: May 1st, 2018 – May 1st, 2019

(B) All IFAs submitted during the academic year shall be approved by the President’s Cabinet at the appropriately designated President’s Cabinet Meeting

(C) Each Chapter Member’s Individual Education Funds can only be applied to extracurricular educational activities that will occur prior to the start of the next academic year.

   (i) For Example: A student can request their 2017 – 2018 Individual Education Funds to be used for any event occurring over the 2018 summer months until September 1, 2018. Any event occurring after September 1, 2018 will require them to utilize their 2018 – 2019 Individual Education Funds.

Attachment Section 7.04  
SUMMER EXPERIENCE IFA SUBMISSIONS AND CHECK REQUESTS

(A) Summer requests from first, second, and third year students shall only be honored if the request is submitted to a President’s Cabinet Meeting, and approved with a two-thirds (67%) majority, prior to the end of the current academic year

(B) Summer requests by fourth year students can only be submitted via email to the Chapter Executive Officer Board before the following dates: May 15th, June 15th, July 15th, and August 15th of the current year.

   (i) Approval of Fourth Year Student IFA submissions shall be completed by the Chapter Executive Officer Board once per month during the months of May, June, July, and August

   (ii) All communications regarding the decisions of Fourth Year Student IFA submissions shall be conducted by the Chapter Recording Secretary

(C) All Check Requests for Summer experiences shall continue to be submitted electronically via email with the accompanying legible receipts within fourteen (14) days of the conclusion of the experience.

(D) All check disbursements for Summer experiences shall be disbursed by September 1st of the upcoming academic year.

Attachment Section 7.05  
EX-POST FACTO REQUESTS

(A) Ex-Post Facto requests will not be honored or accepted if the student is within their first, second, or third years of the veterinary curriculum

(B) A student within their fourth-year of the veterinary curriculum may request usage of Individual Funds from a previous academic year to provide additional financial support for education-related expenses.
(C) Ex-Post Facto requests will only apply to one (1) academic year in which the fourth-year veterinary student did not utilize their Individual Funds; meaning, a fourth-year may student only receive a maximum of two-hundred dollars ($200.00) of additional financial support from Individual Education Funds once.

(D) A fourth-year student can only access their Individual Education Funds from one (1) previous academic year.

(E) The available funding support shall correspond to the Tier status of the fourth-year student during the specified academic year

   (i) For Example: Student A is submitting an Ex-Post Facto request to utilize their Individual Funds from their Second Year of the veterinary curriculum. Since they were an Active, Tier 1 Chapter member, they are only eligible to receive $100.00 of additional financial support. In addition to their $200.00 from being an active Chapter member for the three years of the veterinary curriculum, Student A is eligible to apply for and use a maximum of $300.00.

(F) A fourth-year student may only request a maximum of four-hundred dollars ($400.00) at any given time.

(G) Food and beverage will not be reimbursed

(H) All other standard regulations regarding Individual Education Funds applies to Ex-Post Facto Requests

---

**INDIVIDUAL EDUCATION FUNDS PROCESS SUMMARY**

(A) Active Chapter Members should retrieve the Individual Funds Application (IFA) and complete all appropriate fields

(B) The IFA must be submitted seven (7) days prior to the President’s Cabinet Meeting; the President’s Cabinet Meeting must also precede the start of the event funds are intended to be applied to.

(C) The Recording Secretary will approve the reception of the IFA

   (i) If the membership requirements have not been completed at the time of the IFA submission, then the applicant will have until the conclusion of the current academic year to fulfill those requirements and become eligible to receive reimbursement

(D) The completed IFA will be presented at the appropriate President’s Cabinet Meeting and can either be approved or denied by the President’s Cabinet

   (i) If denied, then the IFA will be returned to the applicant with the possibility of resubmission as long as it is seven (7) days prior to the next President’s Cabinet Meeting and remains prior to the start of the intended event

   (ii) If approved, the applicant will then need to attend the event and collect all receipts related to their IFA and shall follow the subsequent steps

(E) Upon the conclusion of the event, the applicant has fourteen (14) days to submit the completed Check Request and all receipts pertaining to the event.

(F) Within fourteen (14) days of the Check Request’s reception by the Chapter’s Executive Officer Board, the completed Check Request will then be reviewed by:

   (i) The Recording Secretary to send an email to the applicant to inform them of its status and to ensure that the applicant has met the appropriate membership requirements with respect to the IFA request.

      1) If the membership requirements have not been completed at the time of the reception of the Check Request, then the applicant will have until the conclusion of the current academic year to fulfill those requirements and become eligible to receive reimbursement.

   (ii) The Treasurer to record all appropriate expenditures of the receipts.

      1) If any receipts are illegible and/or there is a discrepancy with the reported costs of the event, then the Treasurer may elect to reject the request. All rejections are to be amended by the applicant within twenty-four (24) hours of the rejection notice. If no amendments are submitted, the request will be denied, and the request can no longer be submitted for that specific extracurricular education opportunity.
The President to officiate the check’s disbursement on behalf of the Chapter.

Once the Check Request has been reviewed and signed by the appropriate Chapter Executive Officers, the check will then be placed within the applicant’s mailbox and an email notification will be sent from the Treasurer.

All applicants should expect an email notification at the following times:

(i) Reception of the IFA
(ii) Approval or Rejection of the IFA
(iii) Reception of the Check Request and all accompanying, legible receipts
(iv) Check disbursement to applicant mailbox
ATTACHMENT VIII.  CLUB EDUCATION FUNDS GUIDELINES

Attachment Section 8.01  OVERVIEW

(A)  Club Education Funds are intended to provide additional educational opportunities for Chapter members. Therefore, each SAVMA Recognized Club (SRC) can utilize these funds to deter the costs of their Lunch N’ Learns and other educational events that align with the Chapter’s purpose and mission which include—but are not limited to—presentations by qualified speakers, extracurricular workshops and meetings, wet labs, symposiums, and etc.

Attachment Section 8.02  QUALIFICATIONS AND REGULATION OF CLUB EDUCATION FUNDS

(A)  Access to the Club Education Funds (CEF) shall be limited to those SRCs who were active at the conclusion of the academic year immediately preceding the current academic year.
   (i)  Meaning, at the conclusion of the previous academic year, the SRC applying for funds must have completed their requirements as defined in Article X. Completion of these requirements within the previous academic year allows for the SRC to be eligible to receive apply for and receive CEF for the current academic year.

(B)  All SRCs are eligible to receive a maximum of $500.00 of CEF each academic year
   (i)  All Club Education Funds Applications (CEFAs) must be for the current academic year.

(C)  The SRC’s application must submit their CEFa for approval by the President’s Cabinet seven (7) days PRIOR to any scheduled President’s Cabinet meeting.
   (i)  If an SRC is requesting CEF, then that SRC’s President (or Executive Officer proxy) must be present at the President’s Cabinet Meeting to appropriately present and defend their request.

(D)  If approved by the President’s Cabinet, then the following items will need to be submitted within seven (7) days of the event:
   (i)  A completed, legible Check Request Form
   (ii)  Legible, itemized receipts related to the anticipated itemized costs presented in the SRC’s CEFa submission

(E)  The following will not be reimbursed via the Club Education Funds and will automatically result in an immediate rejection:
   (i)  Retroactive Funding Requests from the prior academic year
   (ii)  Funding for travel, registration, and/or attendance of any members of the respective SRC to attend conferences, meetings, and/or other events that would only benefit those specific individuals.
      1)  Exceptions are extended to SRCs that are required by a National Governing Entity which requires a representative to be present at the specific event to remain active and receive funding from that National Governing Entity. In such cases, additional information should be presented to the President’s Cabinet at the presentation of the SRC’s CEFa at the appropriate President’s Cabinet Meeting.
   (iii)  No representation at the President’s Cabinet Meeting at which the SRC’s CEFa is presented
   (iv)  Incomplete and/or Incorrect Check Requests
   (v)  Incomplete CEFa Submissions
   (vi)  Illegible and/or Incorrect Receipt Submissions

(F)  Submission of any Incomplete CEFas, Check Requests that are incorrect or incomplete, and/or Receipts that are illegible will be returned to the original submitter. If rejected, a Chapter Member:
   (i)  Can re-submit the amended CEFa for the same experience. However, it will be subject to the same aforementioned regulations and application processing.
   (ii)  Cannot re-submit the Check Request for the same extracurricular educational opportunity. However, they will remain eligible to submit the CEFa for a future extracurricular educational opportunity. In any case, the SRC will then have twenty-four (24) hours to make all appropriate amendments before the Check Request is rejected.
(G) If the Chapter has disbursed CEF prior to the SRC’s extracurricular educational opportunity and has failed to execute the event, then SRC must reimburse the Chapter for the full amount that was previously disbursed.

(i) If the SRC fails to reimburse the Chapter for the full amount, then the Chapter will withhold all SRC benefits until this amount is paid and the SRC’s Leadership will be subject to discipline outline in Article X.

Attachment Section 8.03 CLUB EDUCATION FUNDS PROCESS SUMMARY

(A) SRC Executive Officers shall retrieve and submit the completed Club Educational Funds Application (CEFA) seven (7) days prior to any President’s Cabinet Meeting

(i) Advance CEF can be requested for any event where the SRC has insufficient funds within their respective bank account. If such cases arise, then the SRC’s Leadership will need to:

1) Provide their most recent bank statement
2) Submit all itemized, legible receipts
3) Submit all remaining funds, if any, to the Chapter Treasurer via Check

(ii) All other requests should be made prior to the execution of their event, in conjunction with their submission being made seven (7) days prior to any President’s Cabinet Meeting

(B) The Corresponding Secretary will officiate the reception of the CEFA

(i) If the SRC requirements have not been completed within the previous academic year, then the SRC Executive Officers shall receive an email indicating their ineligibility

(C) The completed CEFA will be presented at the appropriate President’s Cabinet Meeting and can either be approved or denied by the President’s Cabinet

(i) If denied, then the CEFA will be returned to the applicant with the possibility of resubmission as long as it is seven (7) days prior to the next President’s Cabinet Meeting and remains prior to the start of the intended event

(ii) If approved, the applicant will then need to attend the event and collect all receipts related to their CEFA.

(D) Upon the conclusion of the event, the SRC has seven (7) days to submit the completed Check Request and all receipts pertaining to the event.

(E) Within fourteen (14) days of the Check Request’s reception by the Chapter’s Executive Officer Board, the completed Check Request will then be reviewed by:

(i) The Corresponding Secretary who will send an email to the SRC leadership to inform them of its reception and to ensure that the SRC is active and has met the appropriate SRC requirements in the previous academic year.

(ii) The Treasurer to record all appropriate expenditures of the receipts and will officiate the submission of the SRC’s two (2) Treasurer’s Reports from the previous academic year.

1) If any receipts are illegible and/or there is a discrepancy with the reported costs of the event, then the Treasurer may elect to reject the request. All rejections are to be amended by the SRC Leadership within twenty-four (24) hours of the rejection notice. If no amendments are submitted, then the request will be denied, and the request can no longer be submitted for that specific extracurricular education opportunity.

(iii) The President to officiate the check’s disbursement on behalf of the Chapter

(F) Once the Check Request has been reviewed and signed by the appropriate Chapter Executive Officers, the check will then be placed within the SRC’s mailbox and an email notification will be sent from the Treasurer.

(G) All applicants should expect an email notification at the following times:

(i) Reception of the CEFA
(ii) Approval or Rejection of the CEFA
(iii) Reception of the Check Request and all accompanying, legible receipts
(iv) Check disbursement to SRC mailbox
ATTACHMENT IX. LIST OF SRCS & ISR OPPORTUNITIES

Attachment Section 9.01 SAVMA-RECOGNIZED CLUBS

(A) Anesthesia and Analgesia Club (AAC)
(B) Animal Behavior Club (ABC)
(C) Aquatics Club (WAAM)
(D) Avian Club
(E) Bovine Club (SCAABP)
(F) Companion Animal Club (CAC)
(G) Current Events Forum (CEF)
(H) Christian Veterinary Mission Fellowship (CVMF)
(I) Diagnostic Imaging Club (DIC)
(J) Equine Club (SCAAEP)
(K) Feline Club
(L) Integrative Veterinary Medicine Club (IVMC)
(M) One Health Club (OHC)
(N) Pathology Club
(O) Porcine Interest Group (PIG) Club
(P) Shelter Animal Medicine Club (SAMC)
(Q) Small Ruminant Club (SRC)
(R) Student Chapter of Veterinary Emergency and Critical Care Services (SVECCS)
(S) Wildlife, Exotics, and Zoo-Animal Medicine Club (WEZAM)
(T) Veterinary Business Management Association (VBMA)
(U) Veterinary Medical Outreach Organization (VMOO)
(V) Veterinarians as One Inclusive Community for Empowerment (VOICE)
(W) Humane Society Veterinary Medical Association (HSVMA)
(X) Wisconsin Veterinary Medical Association (WVMA)

Attachment Section 9.02 INDUSTRY STUDENT REPRESENTATIVE OPPORTUNITIES

(A) American Association of Bovine Practitioners (AABP)
(B) American Heartworm Society (AHS)
(C) Alltech Animal Nutrition and Health
(D) AVMA | LIFE
(E) AVMA | PLIT
(F) Bayer Animal Health
(G) Dechra Pharmaceuticals
(H) Elanco Animal Health
(I) Hill's Pet Nutrition
(J) IDEXX Laboratories Inc.
(K) International Veterinary Student Association (IVSA)
(L) Merck Animal Health
(M) Nestle Purina PetCare
(N) Oxbow Animal Health
(O) Royal Canin
(P) Wisconsin Veterinary Medical Association (WVMA)
(Q) VetPrep
(R) Zoetis, Inc.
(S) ZukuReview
ATTACHMENT X. SOCIAL MEDIA CODE

Attachment Section 10.01 GENERAL SOCIAL MEDIA POLICY

(A) All Social media that are associated with the Chapter shall abide by the following:
   (i) No references to drugs or discriminatory/offensive language of any kind.
   (ii) No personal attacks on fellow members.
   (iii) Any social media groups related to an SRC should be monitored by their officers and maintain a kindred and appropriate tone

(B) All posts on all Chapter related social media platforms can be deleted at the discretion of the respective supervising officers.

(C) Usage of SAVMA, SAVMA Chapter at UW-Madison, or any SRC related names may not be used in any official capacity on social media without the notification being sent to of the Corresponding Secretary of the Chapter Executive Officer Board.

(D) All Active Chapter members, of any tier, are entitled to be members of official Chapter social media groups with the exception of SRC specific social media groups whereas you must be an active member within the specific SRC as outlined within these bylaws
ATTACHMENT XI.  EVENT POLICIES

Attachment Section 11.01  RULES OF CONDUCT
(A) Any misconduct during an event shall be reported to the Chapter Executive Officer Board member who will act accordingly.
(B) No member shall be under the influence of illicit drugs or alcohol prior to and during any event. Violators will be immediately removed from the event and automatically referred to the Chapter Executive Officer Board for further action.
(C) Members are asked to conduct themselves in a manner that reflects positively on the organization at all times. Members should wear appropriate attire and not use foul language or obscene gestures.

Attachment Section 11.02  EVENT COORDINATOR
(A) The Event Coordinator is responsible for contacting members signed up for the event at least twenty-four (24) hours prior to the scheduled meeting time of the event, taking attendance, ensuring transportation if necessary, enforcing policies, distributing duties if necessary, and submission of any documents to fulfill and complete any SAVMA Volunteer Point distributions as deemed necessary.

Attachment Section 11.03  EVENT CANCELLATION
(A) If an event is cancelled, then the members who were previously signed up for any SAVMA Volunteer Points will not receive/be awarded SAVMA Volunteer Points for the event.
(B) If a cancelled event(s) prevents a member from completing their membership requirements, they must meet with the President of the Chapter Executive Officer Board.
(C) The Event Coordinator shall notify the Recording Secretary of the Chapter Executive Officer Board and all event attendees of the cancellation.

Attachment Section 11.04  SOCIAL EVENTS
(A) A social event is any event to which the Social Responsibility Code applies. These events allow for the responsible consumption of alcohol.
   (i) All social events must be listed on the Chapter Online Calendar managed by the Corresponding Secretary of the Chapter Executive Officer Board.
   (ii) Points will only be awarded to the Sober Monitor members and any other volunteer opportunities deemed appropriate by the President’s Cabinet
(B) Additional social events can be approved by the President of the Chapter Executive Officer Board; but, the consumption of alcohol cannot be the focus of the event. If alcohol will be present at the proposed social event, if approved, the President of the Chapter Executive Officer Board will determine the number of Sober Monitor.
ATTACHMENT XII. SOCIAL RESPONSIBILITY CODE

Attachment Section 12.01 PURPOSE
(A) In an effect to protect every individual’s right to enjoy the Chapter sanctioned social events and to prevent any hazard to a person(s) or property, the following Social Responsibility Code will be enforced at every social event.

Attachment Section 12.02 PRINCIPLES
(A) All members and guests are under the guidance of the Event Coordinators and Sober Monitor
(B) All members and guests are responsible to be aware of and to follow the Social Responsibility Code.
(C) All members and guests have the right to enjoy social events free of pressure and harassment of any kind.
(D) All members and guests have the right to address the conduct of those that are being harmful to the safety of others.

Attachment Section 12.03 GUIDELINES
(A) Every member is allowed to bring one guest to a social event, unless otherwise specified by the Chapter Executive Officer Board, and the guest must be paid for and documented at a minimum of twenty-hours (24) hours prior to the start of the social event;
(B) The Event Coordinators will notify the proper authorities in cases of emergency;
(C) Harassment of any kind (including, but not limited to, physical, verbal, and sexual) will not be tolerated and if the individual is:
   (i) An Active Chapter Member, they will be subject to penalties deemed appropriate by the President’s Cabinet
   (ii) A guest, they will no longer have the ability to attend any Chapter sanctioned social events
(D) If all Sober Monitor shifts are not sufficiently staffed within forty-eight (48) hours of the event as determined by the Chapter President, it will be cancelled. Furthermore, if at any time the event is not sufficiently staffed as determined by the Event Coordinators, the event will conclude.
(E) Event Coordinators and Sober Monitor members will be substance-free prior to and for the duration of their shift at any social event. The Chapter defines “substance-free” as having no alcohol or any other controlled substance in one’s system.
(F) The Event Coordinators have the final authority on all decisions at the event.
(G) If the Event Coordinators are incapable of performing their duties as set forth in the Social Responsibility Code, the Chapter Executive Officer Board have the right to relieve them. If neither are present or both are incapable, Sober Monitor may exercise this right.
(H) All social events will be staffed by a licensed bartender.
(I) If any member is prevented from consuming further substances, the incident is subject to investigation by the Chapter Executive Officer Board.
(J) Wristbands or other identification will be issued after money is paid for the event and will be removed if the individual is put on the “cut-off” list. The wristband or other identification is required for entrance.

Attachment Section 12.04 EVENT COORDINATORS AND SOBER MONITOR
(A) Event Coordinators are responsible for:
   (i) Overseeing and resolution of any major problems
   (ii) Ensuring all Sober Monitor shifts are filled
   (iii) Ensuring that the Social Responsibility Code is available at the event where all members and guests can access it; and
   (iv) Maintain a copy of all Sober Monitor personnel with them
   (v) Temporarily relieving any other position at the event
(B) Any Event Coordinator or Sober Monitor member has the authority to cut off an individual.
(C) An Event Coordinator or Sober Monitor member will personally inform any individual who has been cut off and the Event Coordinators will maintain a list of those individuals.
(D) Event Coordinators and Sober Monitor will remain in close communication with each other and the bartenders to better enforce the prior rule.

(E) Event Coordinators and Sober Monitor will wear identification provided by the Social Committee for purposes of visibility during their shift.

Attachment Section 12.05  CONSEQUENCES

(A) If at any time during the event an individual in any of the aforementioned positions is not executing their responsibilities in full, the Event Coordinators may choose to relieve the person of their responsibilities and ask them to leave the event.

(B) If the President’s Cabinet finds that an individual has failed to properly execute their responsibilities in one of the aforementioned positions, they may choose to take the following actions:
   (i) Suspend the individual from social events.
   (ii) Call a Special Meeting of the President’s Cabinet to investigate the individual’s behavior.

(C) Individuals that are not abiding by the guidelines will be informed of their responsibility to do so by an Event Coordinator or Sober Monitor member
   (i) Should these individuals continue to interfere with the enjoyment of any member, they will be asked to leave.
   (ii) Event Coordinators will determine if an individual is considered to be cut off for the purposes of this code.
   (iii) If additional action is needed, meetings with the Chapter Executive Officer Board may occur.

Attachment Section 12.06  GUESTS

(A) Every member is responsible for their guest and their guest’s actions at every social event. Every guest is to be informed that being at a Chapter event requires them to adhere to all Chapter bylaws and policies.