

**Ross University School of Veterinary Medicine Student**  
**Chapter of the AAVN**

**ARTICLE I – NAME**

The name of the club shall be: Ross University School of Veterinary Medicine Student Chapter of the AAVN

**ARTICLE II – AFFILIATION**

The Ross University CVM Student Chapter of the AAVN is affiliated with Ross University School of Veterinary Medicine and the American Academy of Veterinary Nutrition.

**ARTICLE III – PURPOSE/OBJECTIVES**

The objective of this organization shall be:

- 1) To stimulate interest in the field of monogastric and ruminant nutrition for veterinary students
- 2) To provide educational and wet lab opportunities for Club members.
- 3) To provide resources for use as a practicing veterinarian.

**ARTICLE IV – MEMBERSHIP**

Section 1 – Eligibility:

All full-time students of Ross University who are enrolled in a program of study leading to a degree of Doctor of Veterinary Medicine shall be eligible for active membership upon payment of dues prescribed by the bylaws

Section 2- Full-time, regularly enrolled students in the school of veterinary medicine shall be the only students eligible to hold an officer position.

Section 3-Honorary members shall include any person already holding a doctor of veterinary medicine degree. Honorary members are not allowed to hold officer positions. Faculty Advisors shall be considered honorary members.

**ARTICLE V- DUES**

Section 1- The Treasurer and the President shall submit a budget to the Executive Board in April for the following semester. The amended budget shall be presented to and voted on by the Club during week 1 of the semester

Section 2-The executive committee shall be required to operate within the budget constraints as determined by club dues payment and participation. If a particular wet lab requires additional fees, then it will be appropriate to assess the necessary fees to those participants desiring to take part in that activity. Additional fees beyond the ten dollar dues cannot be assessed to the club members in general.

Section 3 -Membership dues shall be determined by the Executive Board and will be collected during the week immediately following the general meeting, on a semester basis.

## **ARTICLE VI- MEETING PROCEDURES**

Section 1-The governing body of this organization shall be the Executive Board (consisting of the president, vice president, secretary, treasurer and fundraising chair).

Section 2-The membership, terms of office, method of selection, and filling of vacancies shall be provided for in the Bylaws.

## **ARTICLE VII – QUORUM**

A total of 10 members must be in attendance for a meeting to commence.

## **ARTICLE VIII – CHAPTER ADVISOR**

The members of the Executive Board shall select one Faculty Advisor. Faculty Advisors shall be selected by the Executive Board as needed to fill a vacancy. The terms of the Faculty Advisors shall begin upon selection. A decision to remove a Faculty Advisor can be made by a vote so indicating of majority of the Club.

## **ARTICLE IX- OFFICERS**

Section 1-The officers shall include the president, the vice president, secretary, treasurer, and fundraising chair. Additional officer positions may be created and filled as deemed fit by the executive board and in compliance with the Bylaws.

Section 2-Each officer shall be chosen as provided in the Bylaws and shall serve until the successors have been elected and installed. The eligibility, the tenure, the duties, and the method of selection shall be prescribed in the Bylaws.

## **ARTICLE X – ELECTION OF OFFICERS**

Candidates for any officer position must be a member of the club, in good standing, and a member of the school of veterinary medicine. A member in good standing shall be defined as one who has been a dues-paying member of the club.

## **ARTICLE XI – OFFICER DUTIES**

Officers are responsible for carrying out the duties assigned in the bylaws for his/her prospective position.

## **ARTICLE XII – CHAPTER DELEGATE**

Chapter Delegates shall serve as a liaison to the AAVN and represent Ross University CVM SCAAVN when called upon.

## **ARTICLE XIII - AMENDMENTS**

Section 1-Amendments to this constitution shall be presented to the Executive Board for discussion prior to presentation to the Club.

Section 2-Amendments to this constitution shall be in writing and shall be presented at a regularly scheduled meeting of the Club at least two weeks before the meeting at which final action is to be taken.

Section 3-This constitution may be amended, altered, or repealed by a vote of not less than two-thirds of the members of the Club at a meeting in which there is quorum present.

# **1.Ross University School of Veterinary Medicine Student Chapter of the AAVN**

## **Bylaws**

### *Section 1: Meetings*

101. Regular meetings of the Club shall be convened at least once a month during the school year. The time and location of the meetings shall be decided by the vice president and/or the Secretary as outlined in their duties.
102. The President may call special meetings at any time with the approval of the Executive Board, or by petition to the Executive Board of at least two-thirds of the members of the Club.
103. The secretary will take attendance at the meetings. The treasurer will collect dues for new members. The vice president will assist the other officers as needed. The president will introduce the meeting, which includes calling on the other officers for updates and providing updates of his/her own. The president will also introduce the speaker for the meeting/event

### *Section 2: Officers and Faculty Advisor Positions*

104. Faculty Advisors shall:
  - Be a member of the faculty of Ross University School of Veterinary Medicine
  - Serve as an advisor to the Club as a whole and attend at least 2 meeting of the Club and the Executive Board
105. During the interval between the meeting at which nominations are made and the date of election, the Executive Board shall determine the eligibility of all nominees for office.

### *Section 3: Officer Elections*

106. Those running for the office of the President shall assume the office of the President on the first meeting of the semester after a majority vote has been cast in his/her favor. All other Executive Board members shall assume office at the same time as the president.
107. All officers shall be elected by the Club by secret ballot in accordance with customary parliamentary procedure.
108. A majority vote shall be required to elect someone to an office.
109. All officer nominations shall be made at the first meeting in the fall semester (September). Election of all officers shall take place by ballot two weeks after the first meeting. Officers will be announced at the end of that meeting.
110. Only members of the Club in good standing, as defined in 202, shall be entitled to vote.
111. Nominees for Executive board will complete and submit a written application. Voting will commence after the application have been received and sent to club members.

### *Section 4: Officer Duties*

112. The President shall:
  - a. Be elected as provided in these Bylaws.
  - b. Serve a term of office of one year.
  - c. Be the chief executive officer of the club.
  - d. Preside at all meetings of the Club.
  - e. Appoint all regular and special committees and shall promptly fill vacancies in the

membership of the committees.

- f. Serve as Chairperson of the Executive Board.
- g. Act as the voice of the Club when requested or seen to be needed in interaction with the faculty, administration, staff, and/or other students.
- h. Amend the Club entry in the student handbook as needed.
- i. Reserve the room for Executive Board meetings.
- j. Delegate, or serve as, SCAVMA representative.

113. The Vice President shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Preside at all meetings of the Club and the Executive Board in the absence of the president.
- d. Assist the other officers of the Club as needed.
- e. Schedule and organize speakers or entertainment for the regular meetings of the Club and reserve the room.

114. The Secretary shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Take and maintain accurate minutes on all business of club meetings.
- d. Send thank you notes to speakers and all funding sources.
- e. Provide all new officers with a copy of the Constitution and Bylaws, after updating any amendments.
- f. Maintain the files of the Club.
- g. Maintain the membership records of the Club and actively recruit new membership.
- h. Assist the vice president in scheduling speakers and reserving the room for meetings.
- i. Assist the executive committee in selecting and scheduling wet lab activities.

115. The Treasurer shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Be the sole custodian of the financial resources of the Club and shall receive and hold all monies of the Club in a depository selected by the Executive Board.
- d. Keep a careful account of all income, expenses, and assets of the club and make such disbursements as the club may direct.
- e. Be responsible for the handling and soliciting of club dues.
- f. Attend all meetings of the club and the Executive Board and report on the financial accounts of the club
- g. Be responsible for the preparation of the budget for the fiscal year.

116. Fundraising/Sponsorship coordinator shall:

- a. Be elected as provided in these Bylaws.
- b. Serve a term of office of one year.
- c. Coordinate all fundraising activities.
- d. Serve as representative for sponsoring organizations to club, providing sponsor recognition and information to club members.

### **Bylaws Amendments**

These Bylaws may be amended by written resolution presented to the Executive Board and the Club at least one month before final action is taken. A two-thirds vote of both the Executive Board and members of the Student Chapter present shall be required for passage.

