



# **Student American Veterinary Medical Association Bylaws**

(Revised August 1, 2010)

## **ARTICLE I Name**

The name of this organization shall be the Student American Veterinary Medical Association (hereinafter referred to as "SAVMA").

## **ARTICLE II Object and Purposes**

### *Section 1 – Incorporation*

SAVMA shall be incorporated under the laws pertaining to an Illinois not-for-profit corporation.

### *Section 2 – Purpose*

The objective of SAVMA shall be to introduce veterinary students to the concept of organized veterinary medicine; to promote, enhance and support professionalism and veterinary medical education; and to encourage the development and empowerment of students as leaders in the profession of veterinary medicine and the community as a whole.

### *Section 3 – Mission*

***The mission of SAVMA is to enhance the veterinary profession, to educate the public, and to promote contact and exchange of ideas between veterinary students, veterinarians and the parent organization, the American Veterinary Medical Association (AVMA).***

## **ARTICLE III Members**

### *Section 1 – Membership Qualifications*

- A. Membership may be granted to any individual who:
- a. is currently enrolled as a full-time student in a program of study leading directly to a professional veterinary degree;
  - b. meets additional criteria for category of membership as set forth in these Bylaws;
  - c. shares interest in and supports the object and purposes of SAVMA;
  - d. and abides by these Bylaws, the AVMA Bylaws, and such other policies, rules and regulations as SAVMA may adopt.

### *Section 2 – Categories of Membership*

- A. Chapter



- a. Chapter membership may be granted to any individual who has met membership qualifications as specified in Article III, Section 1, and is:
  - i) a full-time student at an AVMA-accredited school or college of veterinary medicine; and
  - ii) a member of the chartered Student Chapter of the AVMA at the respective school or college.

**B. Associate**

- a. Associate membership may be granted to any individual who has met membership qualifications as specified in Article III, Section 1; and:
  - i) does not qualify for membership as a chapter member; or
  - ii) is a member of the Student Associates of the AVMA at the respective school or college.

*Section 3 – Application*

Individuals who meet the criteria set forth in Article III of these Bylaws, shall apply through their local organization. If no local organization exists, an individual may apply directly to SAVMA. Upon approval of the application by SAVMA and receipt of dues, applicants will be accepted into membership.

*Section 4 – Rights and Duties*

All members shall be entitled to attend the member meetings and social functions of SAVMA.

**ARTICLE IV  
Dues and Assessments**

The dues for all members of SAVMA, and any applicable late fees or assessments, shall be determined by the SAVMA House of Delegates (HOD). The time for paying such dues and other assessments, if any, shall be determined by the SAVMA Executive Board (EB). Under special circumstances, the SAVMA EB, or its designee(s), may waive the annual dues and/or assessments for any member.

**ARTICLE V  
Advisors and AVMA Association**

*Section 1 – Advisors*

The advisors to SAVMA shall be AVMA members, as defined in the AVMA Bylaws, and shall be the AVMA Vice President, the AVMA Staff Advisor, the SAVMA Immediate Past President, and the Presidential Advisor(s). The advisors are encouraged to participate in all the SAVMA EB meetings and all the SAVMA HOD sessions.

*Section 2 – AVMA Vice President*



The AVMA Vice President shall serve as the official liaison from the AVMA Executive Board to SAVMA, the Student Chapters of the AVMA and the Student Associates of the AVMA. The AVMA Vice President shall fulfill the role set forth in the AVMA Bylaws and shall communicate the activities of the AVMA to SAVMA. The AVMA Vice President shall be allowed to act on behalf of SAVMA regarding any or all matters, when appropriate.

### *Section 3 – AVMA Staff Advisor*

The AVMA Staff Advisor shall be responsible for advising SAVMA on matters of AVMA policy, and keeping the AVMA Executive Board informed of the activities of SAVMA. The AVMA Staff Advisor shall be appointed by the AVMA Executive Vice President. The AVMA Staff Advisor shall be allowed to act on behalf of SAVMA regarding any or all matters, including fiscal inquiry, when appropriate.

### *Section 4 – SAVMA Immediate Past President*

The SAVMA Immediate Past President shall serve as an advisor to the SAVMA EB and the SAVMA HOD providing historical information and perspective as needed. The term of office for the SAVMA Immediate Past President shall extend from the installation of the new president until the adjournment of the SAVMA HOD meeting held at the following SAVMA Symposium.

### *Section 5 – Presidential Advisor(s)*

The President-elect shall select his/her Presidential Advisor, pending an approval vote by the SAVMA EB. The Presidential Advisor shall be an individual who can benefit SAVMA by advising from that person's perspective and experiences; and who can gain from better knowledge of SAVMA. The term of office for the Presidential Advisor shall coincide with the appointer's terms of office as President-elect and President of SAVMA.

### *Section 6 – AVMA Association*

SAVMA shall maintain a working relationship with the parent organization, the AVMA, through the Advisors and any student representatives on AVMA entities as appointed by the AVMA or SAVMA.

## **ARTICLE VI Officers**

### *Section 1 – Officers*

The officers of SAVMA shall be the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer-elect, Information Technology Officer, Information Technology Officer-elect, *The Vet Gazette* Editor, *The Vet Gazette* Editor-elect, Global and Public Health Officer, and Global and Public Health Officer-elect.

### *Section 2 – Officer Descriptions*



#### A. President

- a. The President shall be the principal elected officer of SAVMA and shall supervise all of the business affairs of SAVMA as necessary.
- b. The President shall, in general, perform all duties customarily incident to the office of President. These duties shall include, but are not limited to:
  - i) presiding at all meetings of the SAVMA HOD and the SAVMA EB and shall work with the Secretary to prepare the agenda for said meetings;
  - ii) ensuring that all rules of government of SAVMA are followed, as set forth in the governance documents;
  - iii) serving as an ex officio member, without a vote, of all committees and task forces;
  - iv) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v) serving as the SAVMA Delegate to the AVMA House of Delegates;
  - vi) directing the SAVMA EB in the appointment of all committee members
  - vii) attend and participate, without a vote, in all regular and special meetings of the AVMA Executive Board as an invited participant;
  - viii) promptly filling vacancies in officer, liaison, representative, and committee positions, unless otherwise specified in these Bylaws;
  - ix) maintaining a written history for the organization for the duration of his or her term of office;
  - x) and performing such other duties as may be assigned by the SAVMA EB.
- c. The President shall be a voting member of the SAVMA EB.
- d. The President shall succeed to the office of SAVMA Immediate Past President upon expiration of the President's term of office.

#### B. President-elect

- a. The President-elect shall become familiar with all duties and responsibilities of the office of the President.
- b. The President-elect shall, in general, perform all duties customarily incident to the office of President-elect. These duties shall include, but are not limited to:
  - i) serving as an ex officio member, without a vote, of all committees and task forces;
  - ii) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - iii) assisting the President and substituting for the President when necessary;
  - iv) serving as the SAVMA Alternate Delegate to the AVMA House of Delegates;
  - v) and performing such other duties as may be assigned by the President or the SAVMA EB.
- c. The President-elect shall be a voting member of the SAVMA EB.
- d. The President-elect shall succeed to the office of President upon expiration of the President's term of office, or in the event that the President is unable to fulfill his or her term.



#### C. Secretary

- a. The Secretary shall perform the duties normally expected of the secretary of an Illinois not-for-profit corporation. The Secretary's duties shall include, but are not limited to:
  - i) seeing that all notices are duly given in accordance with applicable law and these Bylaws;
  - ii) being custodian of the corporate records;
  - iii) keeping minutes of the meetings of the SAVMA EB and the SAVMA HOD;
  - iv) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v) and performing such other duties as may be assigned by the President or the SAVMA EB.
- b. The Secretary shall be a voting member of the SAVMA EB.

#### D. Secretary-elect

- a. The Secretary-elect shall become familiar with all duties and responsibilities of the office of the Secretary.
- b. The Secretary-elect shall assist the Secretary and shall substitute for the Secretary when necessary.
- c. The Secretary-elect shall succeed to the office of Secretary upon expiration of the Secretary's term of office, or in the event that the Secretary is unable to fulfill his or her term.
- d. The Secretary-elect shall be a non-voting member of the SAVMA EB, even in the absence of the Secretary.
- e. The Secretary-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

#### E. Treasurer

- a. The Treasurer shall be the principal accounting and financial officer of SAVMA.
- b. The Treasurer shall, in general, perform all duties customarily incident to the office of Treasurer. The Treasurer's duties shall include, but are not limited to:
  - i) having charge of and responsibility for the maintenance of adequate books of account for SAVMA;
  - ii) having charge and custody of all funds and securities of SAVMA, and being responsible therefore, and for the receipt and disbursement thereof;
  - iii) depositing all funds and securities of SAVMA in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws
  - iv) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v) and performing such other duties as may be assigned by the President or the SAVMA EB.



- c. The Treasurer shall be responsible for the compilation of committee budget requests into a spreadsheet for the annual budget proposal, and shall chair the budget committee.
- d. The Treasurer shall be a voting member of the SAVMA EB.

F. Treasurer-elect

- a. The Treasurer-elect shall become familiar with all duties and responsibilities of the office of the Treasurer.
- b. The Treasurer-elect shall assist the Treasurer and shall substitute for the Treasurer when necessary.
- c. The Treasurer-elect shall succeed to the office of Treasurer upon expiration of the Treasurer's term of office, or in the event that the Treasurer is unable to fulfill his or her term.
- d. The Treasurer-elect shall be a non-voting member of the SAVMA EB, even in the absence of the Treasurer.
- e. The Treasurer-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

G. International Exchange Officer (IEO)

- a. The IEO shall maintain correspondence with the International Veterinary Student Association's (IVSA) Executive Committee and serve as the official representative between SAVMA and IVSA.
- b. The IEO's duties shall include, but are not limited to:
  - i) representing SAVMA at the annual IVSA Summer Congress and IVSA Winter Symposium and submitting copies of all correspondence to the AVMA Advisor and the SAVMA EB once available;
  - ii) serving as a member of the International Veterinary Exchange Committee;
  - iii) corresponding with the president or representative of the local IVSA chapters at each US College/School of Veterinary Medicine to inform them about international exchange opportunities and help coordinate international activities;
  - iv) having responsibility for regularly updating the SAVMA IVSA website and making sure that SAVMA members are aware of this resource;
  - v) coordinating incoming and outgoing IVSA exchanges for international and U.S. veterinary students;
  - vi) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - vii) and performing such other duties as may be assigned by the President or the SAVMA EB.
- c. In the event the IEO or IEO-elect cannot attend the IVSA Summer Congress or Winter Symposium, the SAVMA President shall appoint a representative.
- d. The IEO shall be a voting member of the SAVMA EB.

H. International Exchange Officer-elect (IEO-elect)



- a. The IEO-elect shall become familiar with all duties and responsibilities of the office of the IEO.
- b. The IEO-elect shall assist the IEO and shall substitute for the IEO when necessary.
- c. The IEO-elect shall succeed to the office of IEO upon expiration of the IEO's term of office, or in the event that the IEO is unable to fulfill his or her term.
- d. The IEO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the IEO.
- e. The IEO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

I. Information Technology Officer (ITO)

- a. The ITO shall oversee SAVMA's information technology resources. The ITO's duties shall include, but are not limited to:
  - i) inventory, management and upgrading of the SAVMA's hardware and software;
  - ii) updates to the SAVMA web site;
  - iii) support for the SAVMA Delegate List-serve;
  - iv) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v) and performing such other duties as may be assigned by the President or the SAVMA EB.
- b. The ITO shall be a voting member of the SAVMA EB.

J. Information Technology Officer-Elect (ITO-elect)

- a. The ITO-elect shall become familiar with all duties and responsibilities of the office of the ITO.
- b. The ITO-elect shall assist the ITO and shall substitute for the ITO when necessary.
- c. The ITO-elect shall succeed to the office of ITO upon expiration of the ITO's term of office, or in the event that the ITO is unable to fulfill his or her term.
- d. The ITO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the ITO.
- e. The ITO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

K. *The Vet Gazette* Editor (VGE)

- a. The VGE shall be responsible for the publication of *The Vet Gazette*, the official journal of SAVMA. The VGE's duties shall include, but are not limited to:
  - i) having the responsibility to appoint any staff members who are necessary to conduct business;
  - ii) overseeing the transition between schools hosting *The Vet Gazette* as quickly and efficiently as possible;



- iii) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - iv) and performing such other duties as may be assigned by the President or the SAVMA EB.
- b. The VGE shall be a voting member of the SAVMA EB.
- L. *The Vet Gazette* Editor-elect (VGE-elect)
- a. The VGE-elect shall become familiar with all duties and responsibilities of the office of the VGE.
  - b. The VGE-elect shall assist the VGE and shall substitute for the VGE when necessary.
  - c. The VGE-elect shall succeed to the office of VGE upon expiration of the VGE's term of office, or in the event that the VGE is unable to fulfill his or her term.
  - d. The VGE-elect shall be a non-voting member of the SAVMA EB, even in the absence of the VGE.
  - e. The VGE-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
- M. Global and Public Health Officer (GPHO)
- a. The GPHO shall have primary responsibility for the oversight and organization of the One Health Challenge.
  - b. The GPHO's duties shall include, but are not limited to:
    - i) serving as a resource for SAVMA members by promoting opportunities in Global Veterinary Medicine and/or Public Health;
    - ii) serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - iii) and performing such other duties as may be assigned by the President or the SAVMA EB.
  - c. The GPHO shall be a voting member of the SAVMA EB.
- N. Global and Public Health Officer-elect (GPHO-elect)
- a. The GPHO-elect shall become familiar with all duties and responsibilities of the office of the GPHO.
  - b. The GPHO-elect shall assist the GPHO and shall substitute for the GPHO when necessary.
  - c. The GPHO-elect shall succeed to the office of GPHO upon expiration of the GPHO's term of office, or in the event that the GPHO is unable to fulfill his or her term.
  - d. The GPHO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the GPHO.
  - e. The GPHO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;

*Section 3 – Terms & Elections*



- A. Officers shall serve the following terms in office, or until such time as their successors are duly elected and installed. The term shall begin at installation during a SAVMA HOD meeting.
  - a. The President, Secretary, Treasurer, Information Technology Officer, International Exchange Officer, *The Vet Gazette* Editor and the Global and Public Health Officer shall serve on the SAVMA EB from installation at the SAVMA Symposium until the following SAVMA Symposium.
  - b. The President-elect, International Exchange Officer-elect, and Global and Public Health Officer-elect shall serve on the SAVMA EB from installation at SAVMA Symposium until they take over their respective office at the following SAVMA Symposium.
  - c. The Secretary-elect, Treasurer-elect, Information Technology Officer-elect and *The Vet Gazette* Editor-elect shall serve on the SAVMA EB from installation at AVMA Convention until the following SAVMA Symposium.
- B. Nominations and elections for Secretary-elect, Treasurer-elect, Information Technology Officer-elect and *The Vet Gazette* Editor-elect shall be made at the SAVMA HOD meeting during the AVMA Annual Convention.
- C. Nominations and elections for President-elect, International Exchange Officer-elect and Global and Public Health Officer-elect shall be made at the SAVMA HOD meeting during the annual SAVMA Symposium.
- D. All nominees must be able to serve their full term before graduation.
- E. All elections shall require a majority vote of the SAVMA HOD.
- F. In the event that one candidate does not receive a majority on the first balloting, the two candidates receiving the most votes shall move to a second balloting. If there is a tie for the second position, both nominees may advance to the second balloting.
- G. In the event of a tie, the President shall cast the deciding vote.
- H. Nominations for officer and officer-elect positions shall include a resume. Nominees shall be required to address the SAVMA HOD in support of their nomination.
- I. Only delegates with voting representation, who have attended at least one SAVMA HOD meeting may run for and hold office.

#### *Section 4 – Installation of officers*

- A. Installation of the President, President-elect, Secretary, Treasurer, International Exchange Officer, International Exchange Officer-elect, Information Technology Officer, *The Vet Gazette* Editor, Global and Public Health Officer and Global and Public Health Officer-elect shall take place on the last day of the SAVMA HOD meeting at the annual SAVMA Symposium.
- B. The installation of the Secretary-elect, Information Technology Officer-elect, Treasurer-elect and *The Vet Gazette* Editor-elect, and shall take place on the last day of the SAVMA HOD meeting at the AVMA Annual Convention.

#### *Section 5 – Resignation or unable to fulfill duties, removal, and succession of a SAVMA Officer*

- A. Any officer may resign at anytime by submitting written notice to the SAVMA EB. The SAVMA EB will inform the AVMA Staff Advisor(s) and the SAVMA HOD within 5



working days of receipt of the resignation. In the case of a SAVMA Officer being physically unable to fulfill duties of their office, all SAVMA EB members, the SAVMA HOD, and the AVMA Staff Advisor(s) shall be informed of the announcement.

- B. Removal of a SAVMA Officer from their elected position must be by 2/3 vote of the SAVMA EB. This vote cannot occur via electronic means other than phone conference. Parliamentary rules must be strictly enforced for this vote and prior discussion. The SAVMA EB will inform the SAVMA HOD within 5 working days of the removal of a SAVMA Officer. Reasons for removal of a SAVMA Officer include, but are not limited to:
- a. Failure to perform the duties of the elected office as outlined in these Bylaws.
  - b. Failure to attend two (2) consecutive meetings without prior approval by the President and/or the SAVMA EB or failure to attend three (3) consecutive meetings. Meetings of the SAVMA EB may be electronic (including, but not limited to, via telephone) or in person.
  - c. Failure to attend any of the regularly scheduled SAVMA HOD meetings.
  - d. Inappropriate representation of SAVMA and/or the AVMA.
- C. All proceedings to remove an officer must be presented to the AVMA Staff Advisor(s) for review and recommendation prior to a SAVMA EB vote to remove a SAVMA Officer. The AVMA Executive Vice President and the AVMA Staff Advisor(s) must be informed of the removal of a SAVMA Officer within 5 working days of the vote to remove said officer.
- D. If the position vacated has an elect, the elect shall take over. Should an elect fill the vacancy for an office they shall serve the remainder of that term along with the full term for which they were elected. If the office does not have an elect position, then the President shall oversee the appointment of such officer without undue delay at the next scheduled meeting of the SAVMA EB, or at a meeting called for that purpose. An officer elected or appointed pursuant to this Section shall hold office until the next meeting of the SAVMA HOD at which the election of such officer is in the regular order of business.

## **ARTICLE VII**

### **SAVMA Executive Board**

#### *Section 1 – Authority and Responsibility*

- A. The affairs of SAVMA shall be managed by the SAVMA EB, which shall have supervision, control and direction of SAVMA, shall determine organizational policies or changes therein within limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds.
- B. The SAVMA EB shall act for and on behalf of the SAVMA HOD between sessions of the SAVMA HOD.
- C. The SAVMA EB may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in execution of the powers granted, appoint such agents as it may consider necessary.
- D. The SAVMA EB shall provide reports to the SAVMA HOD.



### *Section 2 – Composition*

The SAVMA EB shall be composed as follows: the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer-elect, Information Technology Officer, Information Technology Officer-elect, *The Vet Gazette* Editor, *The Vet Gazette* Editor-elect, Global and Public Health Officer, and Global and Public Health Officer-elect.

### *Section 3 – Invited Participants*

The SAVMA EB shall have the ability to invite anyone they feel necessary as a guest to all regular and special meetings of the SAVMA EB.

### *Section 4 – Regular Meetings*

The SAVMA EB may take action to set the time, date, and place for holding a regular annual meeting of the SAVMA EB and additional regular meetings of the SAVMA EB without other notice than such action.

### *Section 5 – Special Meetings*

- A. Special meetings of the SAVMA EB may be called by, or at the request of the President or upon written request to the Secretary of five (5) members of the SAVMA EB. Notice of any special meeting of the SAVMA EB shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting.
- B. Attendance of a SAVMA EB member at any meeting shall constitute a waiver of notice of such meeting except where a SAVMA EB member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called and convened.

### *Section 6 – Quorum*

A majority of the voting members of the SAVMA EB shall constitute a quorum for the transaction of business at any duly called meeting of the SAVMA EB, provided that when less than quorum is present at said meeting, a majority of the SAVMA EB members present may adjourn the meeting to another time without further notice.

## **ARTICLE VIII SAVMA House of Delegates**

### *Section 1 – Authority and Responsibility*

- A. The SAVMA HOD shall be the legislative body of SAVMA and shall, in principle, be the voice of the members. It shall be the principal body within SAVMA responsible for establishing professional policies and providing direction for matters relating to student veterinary medicine. In addition to such other duties set forth in these Bylaws, the SAVMA HOD shall:



- a. Amend, alter, or repeal the Bylaws in accordance with Article XVI of these Bylaws;
- b. Adopt such rules and regulations for the conduct of its business as shall be deemed advisable;
- c. Be the representative body of the Chapter and Associate Members of SAVMA;
- d. Solicit, process, and communicate membership needs to the SAVMA EB;
- e. Vote on all matters properly brought before the HOD
- f. Review and approve committee and officer reports presented during the HOD sessions.

#### *Section 2 – Composition*

The SAVMA HOD shall be composed of Chapter Delegates, Associate Delegates, and Officers as defined in these Bylaws.

#### *Section 3 – SAVMA House of Delegates representation for Chapter Members*

- A. There shall be two delegates, referred to as Junior Delegate (in their first term in the SAVMA HOD) and Senior Delegate (for their second and/or final term in the SAVMA HOD), with voting representation from each of the veterinary schools and colleges that meet one of the following provisions:
  - a. U.S. veterinary schools or colleges that are AVMA accredited and have 80% of the student body as SAVMA members.
  - b. AVMA accredited veterinary schools or colleges outside of the U.S. with AVMA recognized Student Chapters and have 80% of the student body as SAVMA members.
- B. If 80% SAVMA membership is not achieved 30 days prior to a SAVMA HOD meeting, the Student Chapter may maintain Delegates in the SAVMA HOD, without voting privileges.

#### *Section 4 – SAVMA House of Delegates representation for Associate members*

- A. There may be two delegates, referred to as Junior Delegate (in their first term in the SAVMA HOD) and Senior Delegate (for their second and/or final term in the SAVMA HOD), with non-voting representation from each of the veterinary schools and colleges that meet the criteria for Associate membership, based on all following requirements:
  - a. The Associate members of that school must maintain 80% of their enrolled student body as SAVMA Associate Members and maintain at least 80% membership in the local student organization.
  - b. The request for representation by a new Associate organization will be made at a meeting of an officially convened SAVMA HOD and may be granted at the following meeting upon review of the application materials as outlined in the SAVMA Governance Documents.
  - c. Upon the recommendation of the SAVMA Advisors, approval of the representation by an Associate organization in the SAVMA HOD will be granted by a majority vote of the SAVMA HOD.



### *Section 5 – Qualifications for Delegates*

All Delegates must be members of SAVMA. Delegates must be appointed according to the governance documents of the respective Student Chapter or Associate organization. All Student Chapters or Associate organizations entitled to representation in the SAVMA HOD shall submit the names of their Delegates to the SAVMA EB and AVMA Staff Advisor.

### *Section 6 – Terms for Delegates*

Delegates shall begin their term of office at the SAVMA Symposium during their first year of veterinary school, unless granted an exception by the SAVMA EB. Delegates shall serve a two (2) year term of office after being appointed by their Student Chapter or Associate organization, unless granted an exception by the SAVMA EB.

### *Section 7 – Meetings*

Officially scheduled SAVMA HOD meetings shall take place during the annual SAVMA Symposium and the AVMA Annual Convention in accordance with the Manual of the SAVMA House of Delegates and these Bylaws. The President shall provide a copy of the proposed agenda for the meeting to all Delegates, Officers, and Advisors in advance of the meetings.

### *Section 8 – Quorum*

Representation from two-thirds of the Delegates with voting privileges shall constitute a quorum for the transaction of business in the SAVMA HOD. Delegates must be registered with the Secretary in order to cast their votes and be counted when establishing a quorum for the SAVMA HOD.

### *Section 9 – Attendance/Exercise of Voting Rights*

SAVMA members shall have the right to attend all meetings of the SAVMA HOD. Only Delegates shall have the right to vote on behalf of the Student Chapter that they represent. Each Delegate has the right to one vote; however in the event that one Delegate appointed to represent a particular Student Chapter is absent at any meeting of the SAVMA HOD, the other Delegate appointed to represent such Student Chapter shall have the right to request two (2) votes at the time of registration with the Secretary.

### *Section 10 – Resignation and Removal*

Any Delegate may resign at any time by giving notice to their Student Chapter or Associate organization, the SAVMA EB, and the AVMA Staff Advisor. In addition, any Delegate may be removed by the Student Chapter or Associate organization entitled to appoint such Delegate, whenever, in its judgment, the best interests of SAVMA would be served by such removal.

### *Section 11 – Vacancies*

In the event of the death, resignation, removal, or incapacity of a Delegate, the Student Chapter or Associate organization represented by such Delegate shall name a qualified member



to serve until the conclusion of such Delegate's term and notify the SAVMA EB and the AVMA Staff Advisor of the resignation and newly appointed replacement Delegate.

**ARTICLE IX**  
**Standing Committees; Advisory/Ad-hoc Committees; Task Forces**

*Section I – Standing Committees; Advisory/Ad-hoc Committees; Task Forces*

A. Qualifications

All members of the SAVMA HOD shall be eligible to serve on a standing committee.

B. Term

Committee members' terms on a standing committee shall coincide with the duration of their term as delegate, unless granted an exception by the SAVMA EB.

C. Appointments to Standing Committees

The President shall appoint Delegates to any and all standing committees listed in the SAVMA Governance Documents. Committee members shall take their position at the SAVMA HOD meeting at which they are appointed.

D. Meetings

Each standing committee shall meet in person each time the SAVMA HOD convenes, except for the Budget Committee. Each standing committee may hold such number of additional meetings as provided for in the SAVMA budget.

E. Policies and Procedures

a. The SAVMA HOD shall develop and approve policies and procedures for the operation of all committees. All committees shall report to the SAVMA HOD and SAVMA EB.

b. Each committee shall submit, to the Secretary, a written report of meeting minutes, activities, and proposed activities thirty (30) days in advance of the SAVMA Symposium HOD meeting, after the SAVMA HOD meetings at both Symposium and AVMA national convention, and as requested by the SAVMA EB.

c. Each committee shall submit, to the Secretary, a written interim report of activities by November 1st of each year.

d. Any person who represents SAVMA at a meeting of another organization, and/or receives money other than a prize from SAVMA must submit a written report of related activities to the SAVMA HOD within 30 days.

F. Quorum and Manner of Acting

a. At all meetings of any committee, a majority of the members thereof shall constitute a quorum for the transaction of business.

b. One or two member(s) of each standing committee shall be designated, by the members of the committee, as Chair or Co-Chairs of the committee.

c. Standing committees shall be established or dissolved by amendment to these Bylaws and shall report to the SAVMA HOD in accordance with the Manual of the SAVMA HOD and these Bylaws.

G. The Standing Committees are:

a. Animal Welfare/Human Animal Bond Committee (AWHABC)



- i. The AWHABC shall keep abreast of topics relating to animal welfare, and inform the SAVMA HOD and provide information for distribution to the Student Chapters of the AVMA and Student Associates of the AVMA. This shall include information on professional ethics as they relate to the animal welfare and the human-animal bond as well as information regarding domestic, exotic and laboratory animals.
  - ii. The AWHABC chair or the chair's appointee shall act as a voting member, and student representative to the AVMA Animal Welfare Committee.
  - iii. The AWHABC chair or the chair's appointee shall act as a voting member, and student representative to the AVMA Human-Animal Bond Committee.
  - iv. The AWHABC shall promote student awareness and participation in issues pertaining to Animal Welfare and the Human-Animal Bond.
- b. Budget Committee (BC)
- i. The BC shall function to establish a working budget for SAVMA.
  - ii. The BC shall be composed of the chairs from all committees and task force, and the SAVMA EB.
  - iii. The Treasurer shall serve as chair of the BC.
  - iv. The BC shall meet during the AVMA Annual Convention prior to the SAVMA HOD meeting.
- c. Education and Professional Development Committee (EPDC)
- i. The EPDC shall serve to facilitate the professional development of veterinary students, promote education regarding current veterinary economic issues, and encourage the development and refinement of veterinary educational programs at veterinary schools and colleges in the United States and other AVMA-accredited institutions.
  - ii. The EPDC shall encourage Student Chapters of the AVMA and Student Associates of the AVMA to become involved in the development of curriculum and educational opportunities at their respective schools and colleges.
  - iii. The EPDC shall encourage the development of teachers at academic institutions.
  - iv. The EPDC shall maintain a liaison with the American Association of Veterinary Medical Colleges (AAVMC).
  - v. The EPDC shall maintain a liaison with the American Association of Veterinary State Boards (AAVSB).
  - vi. The EPDC shall maintain a liaison(s) with the National Commission for Veterinary Economic Issues (NCVEI).
- d. Governmental Affairs Committee (GAC)
- i. The GAC shall survey current legislative actions applicable to veterinary medical students and report such actions to the SAVMA HOD.



- ii. The GAC shall sponsor informational programs to distribute legislative materials to each of the Student Chapters of the AVMA and Student Associates of the AVMA.
- iii. The GAC shall support programs for legislative awareness at member veterinary schools.
- iv. The GAC chair or the chair's appointee will serve as a student liaison to the AVMA Political Action Committee.
- v. The GAC chair or the chair's appointee will serve as a committee representative to the AVMA Legislative Advisory Committee.
- e. Integrative Communications and Diversity Committee (ICDC)
  - i. The ICDC shall serve to present ideas and suggestions on ways to enhance communication among the AVMA, SAVMA, and the Student Chapters of the AVMA and the Student Associates of the AVMA.
  - ii. The ICDC shall provide ideas for the promotion of veterinary medicine within the community and sponsor projects with this goal.
  - iii. The ICDC shall promote and facilitate diversity programs and/or opportunities among the veterinary community.
  - iv. The ICDC shall communicate and address the concerns of our student body to the SAVMA HOD.
- f. International Veterinary Exchange Committee (IVEC)
  - i. The IVEC shall promote the advancement of veterinary education and animal welfare throughout the world.
  - ii. The IVEC shall facilitate individual cultural and educational exchange through the recruitment of veterinarians and veterinary students to participate in international student exchange programs.
  - iii. The IVEC shall distribute information about the activities of the International Veterinary Student Association (IVSA) and encourage Student Chapters of the AVMA and Student Associates of the AVMA to be involved in international activities.
- g. Public Health and Community Outreach Committee (PHCOC)
  - i. The PHCOC shall promote community outreach at the chapter level as well as on the national level.
  - ii. The PHCOC shall promote public health issues and coordinate public health concerns with the GPHO and GPHO-elect.
  - iii. The PHCOC shall act as a resource for emerging and interdisciplinary health issues which affect the veterinary profession.
  - iv. The PHCOC will also encourage student chapters and associates to become involved in emerging health issues through community outreach and educational events.
  - v. The PHCOC shall assist in the provision of practical experience for SAVMA members.
  - vi. The PHCOC shall assist in increasing youth interest in careers related to veterinary medicine or allied health careers, specifically areas of Native



American Nations, food animal medicine, and any other areas that may be deficient in veterinary care.

- h. Symposium Committee (SC)
  - i. The SC shall consist of the:
    - Junior Delegate of the school awarded the next SAVMA Symposium bid
    - Junior Delegate and Senior Delegate of the upcoming SAVMA Symposium
    - Senior Delegate of the current calendar year's SAVMA Symposium
  - ii. The SC shall update and maintain the SAVMA Symposium Manual.
  - iii. The SC shall assist in the transfer of information among hosting schools or colleges, and schools or colleges interested in presenting a bid for hosting the SAVMA Symposium.
  - iv. The chair shall be one of the Delegates from the school hosting the upcoming SAVMA Symposium, as elected by the SAVMA HOD.
  - v. The assistant chair shall be one of the Delegates from the school hosting the following SAVMA Symposium, as elected by the SAVMA HOD.
  - vi. The SC shall organize the Diversity Forum to be held at the Symposium in order to educate students about the importance of diversity and multicultural competency within our profession.

### *Section 2 – Advisory/Ad Hoc Committees and Task Forces*

The SAVMA EB or the SAVMA HOD may form such advisory or ad hoc committees or task forces as are necessary or appropriate to support the purposes of SAVMA. An ad hoc committee created by the SAVMA EB or SAVMA HOD shall terminate after three (3) years from the date of its creation, unless renewed by the SAVMA EB or SAVMA HOD. A task force created by the SAVMA EB or SAVMA HOD shall terminate after one (1) year from the date of its creation, unless renewed by the SAVMA EB or SAVMA HOD. Ad hoc committees and task forces may be established for longer periods with the approval of the SAVMA EB or SAVMA HOD. The action establishing such a committee or task force shall set forth the committee's or task force's purpose and composition.

## **Article X**

### **The Vet Gazette**

#### *Section 1 – Circulation*

- A. All members of SAVMA shall receive a subscription and/or access to the journal upon payment of membership dues.
- B. Only SAVMA members are eligible for award monies, contingent upon providing their SAVMA ID number with their submission.



C. Submissions for *The Vet Gazette* shall be called for at least four (4) times per year.

### *Section 2 – Management*

#### A. Editor

- a. The Editor is responsible for coordination of all aspects of the publication and distribution.
- b. The Editor is a voting member of the SAVMA EB and shall have a thorough understanding of SAVMA.

#### B. Editorial Rights

- a. It is the goal of SAVMA in publishing *The Vet Gazette* to promote all aspects of veterinary medicine, and to represent and support all points of view on topics pertinent to veterinary medicine, with the exception of those that may conflict with AVMA Policy Statements and Guidelines, and the Veterinary Code of Ethics.
- b. SAVMA, *The Vet Gazette* Editor, and the AVMA reserve the right to edit or withhold publication of any submissions.

## **ARTICLE XI Electronic Meetings**

### *Section 1 – Electronic Meetings*

Any action to be taken by a SAVMA EB, SAVMA HOD, committee or task force may be done through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other simultaneously. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating. Notwithstanding anything set forth to the contrary in these Bylaws, notice of an electronic meeting must be delivered at least forty-eight (48) hours prior to the meeting.

## **ARTICLE XII SAVMA Symposium**

### *Section 1 – Purpose*

The SAVMA Symposium shall be designed to permit students with an opportunity to become familiar with areas of veterinary medicine that are not usually covered in their regular curricula.

### *Section 2 – Time and Place*

The SAVMA Symposium shall be held annually in accordance with the SAVMA Symposium Manual.

### *Section 3 – Bids*



The SAVMA HOD shall select the SAVMA Symposium site from submitted bids two years in advance of the proposed SAVMA Symposium as outlined in the SAVMA Symposium Manual.

#### *Section 4 – Symposium General Manager(s) and Treasurer*

The Host school or college which has been awarded the symposium by the SAVMA HOD shall select up to two Symposium General Managers and a Treasurer. Upon selection of these positions the Host school will notify the SAVMA EB and the AVMA Staff Advisor(s).

#### *Section 5 – Finances*

- A. The Host School Symposium Planning Committee shall maintain banking accounts at the same location as SAVMA accounts unless otherwise permitted by the SAVMA EB.
- B. The SAVMA Symposium Treasurer, the SAVMA Treasurer and the AVMA staff advisor shall be the sole custodians of the resources of the SAVMA Symposium.
- C. A strict accounting of all funds received and expended and all accounting records, including all cancelled checks (or photocopies) and all bank statements, shall be sent to the AVMA Staff Advisor and the SAVMA EB, ten (10) days prior to the start of the AVMA Annual Convention unless an extension is granted by the SAVMA EB.
- D. The SAVMA Treasurer shall be informed quarterly of all debits or credits to all fiscal accounts related to the hosting of the SAVMA Symposium.
- E. An emergency fund, which is approximately equal to 25% of the average gross cost of the past two SAVMA Symposia, shall be held as reserves and shown on a balance sheet reviewed annually by SAVMA. These funds are to be maintained as a contingency against debts incurred, and may be disbursed upon approval of the SAVMA EB.
- F. Student Chapters or Associate organizations may not, prior to being awarded the SAVMA Symposium bid, solicit funding or promises of funding without the express consent of the SAVMA EB.
- G. All profits and losses from educational symposia are the sole property and responsibility of SAVMA.

#### *Section 6 – Symposium General Manager Report*

The SAVMA Symposium General Manager(s) shall create a file composed of a chronologic record of the events in the planning of the Symposium and of reports from each committee chair. These reports shall contain the committee's protocol, problems, and suggestions.

### **ARTICLE XIII Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of SAVMA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the AVMA Bylaws, and such other policies, rules and regulations as SAVMA may adopt, and any statutes applicable to this organization that do not authorize the provisions of these Bylaws to take precedence.



## **ARTICLE XIV**

### **Finances**

#### *Section 1 – Budget and Financial reports*

- A. The Treasurer shall submit a projected budget annually, which is approved by the Budget Committee, for the coming fiscal year during the SAVMA HOD meeting at the AVMA Convention. A majority vote of the SAVMA HOD will be required for approval.
- B. The fiscal year for all SAVMA business shall be September 1 to August 31.
- C. The Treasurer's report to the SAVMA HOD, at each meeting, shall contain an account of all monies spent, received, and retained by SAVMA during the fiscal year.
- D. At the completion of the fiscal year, the Treasurer shall balance accounts and turn the records, including all bank statements and cancelled checks, over to a committee or agency selected by the SAVMA EB for audits.

#### *Section 2 – Disbursement of Funds*

- A. Budgeted funds may be drawn upon with approval of the Treasurer.
- B. Requested funds that are not budgeted, or requested funds that exceed the budgeted amount, may be provided upon approval of the SAVMA EB or the SAVMA HOD.
- C. Students receiving scholarships, awards, or financial disbursement from SAVMA must be current SAVMA members who have paid their membership dues in full.

#### *Section 3 – Travel Expenses*

SAVMA shall provide travel funds, as approved by the SAVMA EB, and as outlined in the Manual of the SAVMA House of Delegates and the SAVMA Executive Board Manual.

## **ARTICLE XV**

### **Bylaws Amendments**

#### *Section 1 – Proposed Amendments*

The SAVMA Executive Board or any member of the SAVMA HOD may introduce a proposed amendment to these Bylaws, in whole or in part, provided the proposed amendment meets the criteria set forth in this Article.

#### *Section 2 – Notice*

All proposed amendments to these Bylaws must be submitted to the SAVMA EB at least forty-five (45) days prior to the next meeting of the SAVMA HOD. The Secretary shall distribute any proposed amendments to the Delegates at least twenty-five (25) days prior to the next meeting of the SAVMA HOD.

#### *Section 3 – Action*

The SAVMA HOD may amend these Bylaws at any of its meetings by a two-thirds (2/3) vote of the Delegates registered and voting, provided a quorum of Delegates are present.

#### *Section 4 – Correlation with AVMA Bylaws*



- A. Any changes to these Bylaws must correlate with the current AVMA Bylaws.
- B. The AVMA Executive Vice President must approve all proposed amendments to these Bylaws, no later than thirty (30) days prior to the vote by the SAVMA HOD.
- C. The AVMA Staff Advisor, working with the Secretary, shall provide the AVMA Executive Vice President with all amendments to the Bylaws passed by SAVMA.

## **ARTICLE XVI**

### **Dissolution**

#### *Section 1 – Proposed Dissolution*

Only a SAVMA EB member or Delegate may propose dissolution of SAVMA.

#### *Section 2 – Notice*

Written notice of dissolution must be introduced at the meeting preceding the first vote, and a copy must be filed with the SAVMA EB and the AVMA Vice President at least ten (10) days prior to the beginning of said meeting.

#### *Section 3 – Action*

The SAVMA HOD may approve the dissolution of SAVMA by a two-thirds (2/3) vote cast by Delegates registered and voting at two consecutive SAVMA HOD meetings. AVMA Executive Board shall have the authority to dissolve SAVMA if no meetings of the SAVMA HOD are held for two consecutive years.

#### *Section 4 – Dissolution*

In the event of the dissolution, the assets of SAVMA, after discharging all its obligations, shall be donated to the Auxiliary to the AVMA Student Loan Fund.