



Student American Veterinary Medical Association Bylaws

(Revised March 26, 2009)

Article I — Membership Categories

Section 1 – Active Members

Active members of the Student AVMA (SAVMA) are full-time students at AVMA-accredited schools or colleges of veterinary medicine who are also members of the chartered Student Chapters of the AVMA at their respective schools or colleges.

Section 2 – Associate Members

Associate members of the Student AVMA are full-time students enrolled in a program of study leading directly to a professional veterinary degree, granted by a school or college of veterinary medicine where a student chapter does not exist.

Section 3 — Application

Veterinary students who meet the criteria in this Article will apply through their local organization or directly to the Student AVMA and upon receipt of dues, will be accepted into membership.

Article II — Officers

Section 1 — Officer Descriptions

a) President

- i) The President shall be the presiding officer at all meetings of the HOD and the Executive Committee.
- ii) The President shall ensure that all rules of government of the Association are followed as set forth by the Constitution and the Operational Guidelines.
- iii) In the absence of the President, the President-elect shall act as presiding officer at all meetings of the HOD and the Executive Committee. In the absence of the President-elect, the Secretary shall act as presiding officer.
- iv) If the President is unable to complete the specified term of office, the President-elect shall assume the office of President for the remainder of that term in addition to the regular term of office. If the President-elect has not been elected, the Secretary shall assume the office of President for the remainder of that term of office.



v) The President shall promptly appoint replacements for any other officer unable to complete the specified term of office. These appointments are subject to approval by the Executive Committee and subject to a vote of the SAVMA HOD at the next regularly scheduled meeting of the SAVMA HOD. SAVMA HOD approval will be signified by a majority vote.

vi) The President shall direct the Executive Committee in the appointment of all Standing and Ad-Hoc Committee members and shall promptly fill vacancies in committees created by any cause.

vii) The President shall be the Student AVMA Delegate in the AVMA HOD.

viii) The President is responsible for maintaining a written history for the organization for the duration of his/her term of office.

b) President-elect

i) The President-elect shall become familiar with all duties and responsibilities of the office of the President.

ii) The President-elect shall be considered a member of all committees in addition to the Executive Committee.

iii) The President-elect shall be the Student AVMA Alternate Delegate in the AVMA HOD.

c) Secretary

i) The Secretary shall record and prepare for publication the minutes of each of the HOD meetings and Executive Committee meetings. These minutes shall be distributed to officers, delegates, the AVMA Executive Vice President, and Student AVMA Advisors.

ii) The Secretary shall prepare committee reports, lists, and other information for distribution as directed by the President, the Executive Committee, or the HOD.

iii) The Secretary shall ensure that all rules regarding the preparation of reports, lists, correspondence, histories, and other written communications are followed.

iv) The Secretary shall submit proposed amendments to the Constitution to the AVMA Executive Vice President no later than 10 days prior to introduction by the Student AVMA HOD.

v) The Secretary shall submit proposed resolutions or amendments to the Bylaws to the AVMA Executive Vice President no later than 30 days prior to final action by the Student AVMA HOD.

vi) In the event that the AVMA HOD session occurs when there is no SAVMA President-elect in office, the Secretary shall serve as the Alternate Delegate.

d) Treasurer



- i) The Treasurer shall be responsible for the resources of the Student AVMA, and shall keep a careful account of the same and shall make such disbursements as the Student AVMA HOD, Executive Committee, or the President shall direct.
 - ii) The Treasurer shall be responsible for ensuring that annual audits of the Educational Symposia and *The Vet Gazette* accounts are conducted.
 - iii) The Treasurer shall be responsible for ensuring that federal tax returns are completed and submitted in a timely manner.
 - iv) The Treasurer and the Student AVMA Staff Advisor with the approval of the Executive Committee shall select repository of the Student AVMA's resources.
- e) *The Vet Gazette* Editor
- i) The Editor may run for reelection, as long as he/she is eligible.
 - ii) The Editor shall be responsible for the publication of *The Vet Gazette*, the official journal of the Student AVMA.
 - iii) The Editor shall have the responsibility to appoint any staff members who are necessary to conduct business.
 - iv) The transition between schools hosting *The Vet Gazette* shall be conducted as quickly and efficiently as possible, not to exceed 30 days after installation of the new *The Vet Gazette* editor.
- f) International Exchange officer (IEO)
- i) The IEO shall maintain correspondence with the International Veterinary Student Association's (IVSA) Executive Committee and serve as the official representative between the Student AVMA and foreign veterinary schools. He/she shall also represent SAVMA at the annual IVSA Summer Congress and shall submit copies of all correspondence to the AVMA Advisor and SAVMA Executive Committee once available.
 - ii) In the event the IEO cannot attend the IVSA Summer Congress, the SAVMA President shall appoint a representative.
 - iii) The IEO shall be a member of the International Veterinary Student Relations Committee.
 - iv) The IEO shall correspond with the president or representative of the local IVSA chapters at each US college of veterinary medicine to help stay informed and help coordinate with international activities.
- g) Information Technology Officer (ITO)
- i) The ITO shall oversee the Student AVMA's information technology resources. These include, but are not limited to, inventory and management of the Student AVMA's hardware and software, updates to the SAVMA web site and support the Student AVMA Delegate List-serve.



ii) The ITO shall have the responsibility to appoint any SAVMA volunteer staff members necessary.

Section 2 — Election of officers

- a) Nominations and elections for Secretary-elect, Treasurer-elect, *The Vet Gazette* Editor-elect, and Information Technology Officer-elect shall be made at the AVMA Convention.
- b) Nominations and elections of the President-elect and International Exchange Officer-elect shall be made at the Educational Symposium HOD meeting.
- c) Nominees for an office with a term that will continue after their graduation from veterinary school shall be eligible to seek that office providing the member shall not have graduated before election to that office.
- d) All elections shall require a majority vote of the Student AVMA HOD.
- e) 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.
- f) In the event of a tie, the President shall cast the deciding vote
- g) The President, Secretary, and Treasurer shall not run for a second term in the same office.
- h) Nominations for officer and officer-elect positions shall include a resume.
- i) Only Active Members may run for and hold office.

Section 3 — Installation of officers

- a) Installation of the President, President-elect, Secretary, Treasurer, *The Vet Gazette* Editor, International Exchange Officer, International Exchange Officer-elect, and Information Technology Officer shall take place on the last day of the SAVMA HOD meeting at the annual Educational Symposium.
- b) The installation of the Secretary-elect, ITO-elect, *The Vet Gazette* Editor-elect, and Treasurer-elect shall take place on the last day of the SAVMA HOD meeting at the AVMA Annual Convention.

Section 4 — Resignation, removal, death, and succession of an SAVMA officer

- a) Resignation of a SAVMA officer must be submitted to the entire SAVMA Executive Committee in written form. The SAVMA Executive Committee will inform the AVMA Staff Advisor(s) and the SAVMA HOD within 5 working days of receipt of the resignation.



b) Removal of a SAVMA officer from their elected position must be by 2/3 majority vote of the SAVMA Executive Committee. 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 Executive Committee will inform the SAVMA HOD within 5 working days of the removal of a SAVMA Officer. Removal of a SAVMA Officer can occur for the following reasons:

i) Failure to perform the duties of the elected office which are outlined in the SAVMA Operational Guidelines (Bylaw Article 2, Manual part 1, and any other section of Operational Guidelines that applies).

ii) Failure to attend two (2) consecutive meetings without prior approval by the President and/or Executive Committee or failure to attend three (3) consecutive meetings. Meetings of the SAVMA Executive Committee may be electronic (including, but not limited to, via telephone) or in person.

iii) Failure to attend any of the regularly scheduled SAVMA HOD meetings.

iv) Inappropriate representation of SAVMA and/or the AVMA (as outlined in the SAVMA Operational Guidelines).

c) All proceedings to remove an officer must be presented to the AVMA Staff Advisor(s) for review and recommendation prior to a SAVMA Executive Committee 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) In the case of death of a SAVMA Officer all SAVMA Executive Committee members, the SAVMA HOD, and the AVMA Staff Advisor(s) must be informed within 5 working days of the announcement of the death. The process of succession for the deceased SAVMA officer is outlined in the SAVMA Operational Guidelines (Bylaw Article II Section 1, a, v).

e) Succession of a vacant SAVMA Officer position which occurs, for whatever reason, shall be as outlined in the SAVMA Operational Guidelines (Bylaw Article II Section 1, a,

Article III — ADVISORS

Section 1 — AVMA Vice President

Serves as the official liaison from the AVMA Executive Board to the Student AVMA and the Student Chapters of the AVMA.

Section 2 — AVMA Staff Advisor

Shall be responsible for advising the Student AVMA on matters of AVMA policy, and keeping the AVMA Executive Board informed of the activities of the Student AVMA.



Section 3 — The AVMA Vice President and AVMA Staff Advisor shall be allowed to act on behalf of the Student AVMA and the Executive Committee regarding any or all matters of fiscal inquiry.

Section 4 — Presidential Advisor

- a) The Presidential Advisor shall be a member of the AVMA, appointed by the SAVMA President-elect and approved by the Executive Committee.
- b) This advisor shall be an individual who can benefit the Student AVMA by advising from that person's area(s) of perspective and expertise and gain from better knowledge of the Student AVMA.
- c) The term of office for the Presidential Advisor shall be two years, to coincide with the appointer's term of office.

Section 5 — Immediate Past President

- a) The Immediate Past President shall serve as advisor to the Student AVMA Executive Committee and Student AVMA HOD.
- b) The term of office for the Immediate Past President shall extend from the installation of the new president until the adjournment of the HOD meeting held at the following Educational Symposia.

Article IV— House of Delegates

Section 1 — House of Delegates (HOD) representation for Active members

There shall be two delegates, referred to as Senior or corresponding Delegate (in their 2nd term in the HOD) and Junior or alternate Delegate (in their first term in the 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 Student AVMA members.
- b) Foreign AVMA accredited veterinary schools or colleges with AVMA recognized chapters and have 80% of the student body as Student AVMA members.

Section 2 — House of Delegates representation for Associate members

There may be two delegates (non-voting) from each of the veterinary schools and colleges that meet the criteria for Associate membership, based on the following requirements.:



- a) The Associate members of that school must maintain 80% of their enrolled student body as the Student AVMA Associate members and maintain at least 80% membership in their local student organization.
- b) The request for representation by a new Associate organization will be made at a meeting of an officially convened HOD and may be granted at the following meeting upon review and approval of application materials as outlined in the Operational Guidelines. Former affiliate organizations represented in the HOD shall continue their representation as Associate members.
- c) Upon the recommendation of the Student AVMA Advisors, approval of representation by an Associate organization in the HOD will be granted by a majority vote of the House.

Section 3 — House of Delegates representation for guest student organizations

Schools and colleges that do not meet the criteria in Article 4 Sections 1 or 2 may have non-voting representation.

Section 4 — Meetings

- a) The President will provide a copy of the proposed agenda for meetings to all Delegates, Officers, and Advisors in advance of meetings.
- b) The President may modify the order of business as deemed necessary or expedient; except that if a Delegate objects, the modification must be approved by two-thirds of the Delegates, providing a quorum is present.

Article V — Standing Committees

Section 1 – Executive Committee

The Executive Committee shall consist of the following voting members: President, President-elect, Secretary, Treasurer, *The Vet Gazette* Editor, Information Technology Officer and International Exchange Officer. The non-voting members consist of the following members: Secretary-elect, Treasurer-elect, ITO-elect, IEO-elect, and *The Vet Gazette* Editor-elect.

Section 2 — Other Standing Committees

- a) The Executive Committee as directed by the President shall appoint Delegates to any and all standing committees listed in the Constitution, Article 9, however the Budget Committee shall include all committee chairs and the SAVMA Executive Committee.
- b) Delegates shall remain members of a committee as long as their tenure as Delegate, unless otherwise determined necessary by the President or Executive Committee.



- c) Standing committees shall nominate a committee member to fill any vacant committee chair position. The Executive Committee before the end of the current, scheduled HOD meeting will approve this nomination.
- d) The President shall appoint a committee chair in the advent of a vacancy that occurs between official HOD meetings.

Section 3 — Reports and Communications

- a) Each committee shall submit, to the Secretary, a written report of meeting minutes, activities, and proposed activities, thirty (30) days in advance of all HOD meetings, after each committee meeting, and by the close of all HOD meetings or as requested by the Executive Committee.
- b) Each committee shall submit, to the Secretary, a written interim report of activities by November 1 of each year.
- c) Any person who represents the Student AVMA at a meeting of another organization, and/or receives money other than a prize from the Student AVMA must submit a written report of related activities to the HOD within 30 days.

Section 4 — Charges to Standing Committees

a) Executive

Executive: The Executive Committee shall be the administrative body of the Student AVMA and be charged with ensuring that the provisions of the Student AVMA Constitution and Operational Guidelines are met on a yearly basis. The committee shall function to review Resolutions and propose amendments to the Student AVMA Constitution and Operational Guidelines. The HOD may refer proposed amendments to the Constitution and Operational Guidelines to this committee for review and recommendations prior to any action.

b) Budget

This committee shall function to establish a working budget for the Student AVMA.

c) Animal Welfare/Human Animal Bond

- i) The committee shall keep abreast of topics relating to animal welfare, and inform the HOD and provide information for distribution to the local chapters of the Student 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 committee chair or the chair's appointee will act as a voting member, and student representative to the AVMA Animal Welfare Committee.



iii) The committee chair or the chair's appointee will act as a voting member, and student representative to the AVMA Human-Animal Bond Committee.

iv) The committee shall promote student awareness and participation in issues pertaining to Animal Welfare and the Human-Animal Bond.

d) Economics, Finance and Management

The committee shall serve to promote education of current economic issues facing the veterinary industry; maintain a liaison with the NCVEI (National Commission for Veterinary Economic Issues); promote opportunities for student personal and professional development and serve as a resource for SCAVMA chapters and business clubs

e) Education and Licensure

The committee shall serve to encourage the development and refinement of veterinary educational programs at veterinary schools and colleges in the United States and other AVMA-accredited institutions, and to facilitate licensure of graduates from these schools. In addition to encouraging continued communication between the Student AVMA and the AAVMC, the committee shall also encourage Student Chapters of the AVMA to become involved in the development of curriculum and educational opportunities at their respective schools and colleges.

f) Emerging Issues

i) The Committee will act as a resource/contact/information center for emerging issues in the profession, which affect veterinary students.

ii) The Committee will encourage programs, which support conservation and promote the veterinarian as a key and necessary element in them.

iii) The Committee will support the AVMA HOD, when appropriate, in their efforts to bring conservation issues to the forefront.

iv) The Committee chair or the chair's appointee will represent the Student AVMA as a member of the AVMA's Committee on Environmental Issues.

g) Governmental Affairs

i) The committee shall survey current legislative actions applicable to veterinary medical students and report such actions to the SAVMA HOD as well as sponsoring informational programs to distribute legislative materials to each of the Student Chapters and to support programs for legislative awareness at member veterinary schools.

ii) The Committee chair or the chair's appointee will serve as a student liaison to the AVMA Political Action Committee.



h) International Veterinary Exchange Committee

This committee shall promote the advancement of veterinary education and animal welfare throughout the world. The committee shall facilitate individual cultural and educational exchange through the recruitment of veterinarians and veterinary students to participate in international student exchange programs. The committee shall also distribute information about the activities of the International Veterinary Student Association and encourage local chapters to be involved in international activities.

i) Multicultural Student Outreach

The Multicultural Student Outreach Committee communicates and addresses the concerns of our diversifying student body to the SAVMA House of Delegate, strives to educate students about the importance of diversity and multicultural competency within our profession, and provides public awareness of the multifaceted field of veterinary medicine.

j) Native American Project

The committee shall assist in the provision of the veterinary medical care for Native American Nations, the provision of practical experience for Student AVMA members and to interest Native American youth in careers in veterinary medicine or allied health careers.

k) Committee on Communications

i) The Committee shall serve to present ideas and suggestions on ways to enhance communication among the AVMA, the Student AVMA, and its student chapters.

ii) The Committee will provide ideas for the promotion of veterinary medicine within the community and sponsor projects with this goal.

iii) The Committee chair, or an appointee of the chair, will act as an ex-officio representative to the AVMA Council on Committee on Communications. The representative will serve a one-year term, starting at the AVMA Annual Convention and ending at the Student AVMA symposium.

l) Symposium

i) The Committee is charged with the responsibility of updating and maintaining the Educational Symposium guidelines.

ii) The Committee will assist in the transfer of information among hosting schools or colleges, and schools or colleges interested in presenting a bid for hosting the Symposium.

iii) The chair shall be one of the Delegates from the school hosting the upcoming Annual Student AVMA Educational Symposium as selected by the HOD.

iv) The assistant chair shall be one of the Delegates from the school hosting the



following Annual Student AVMA Educational Symposium as selected by the HOD.

ARTICLE VI — FINANCES

Section 1 — Budget and Financial reports

- a) The Treasurer shall annually submit a projected budget, which is approved by the budget committee for the coming fiscal year at the SAVMA HOD meeting at the AVMA Annual Convention. A majority vote of the HOD will be required for approval.
- b) The fiscal year for all Student AVMA business shall be September 1 to August 31.
- c) The Treasurer's report to the HOD, at each meeting, shall contain an account of all monies spent, received, and retained by the Student AVMA 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 Executive Committee 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 Executive Committee or the HOD.
- c) In order to receive budgeted funds, delegates or officers must submit to the Secretary all reports required by the Constitution and Operational Guidelines unless otherwise approved by the Executive Committee.
- d) Students receiving scholarships, awards, or financial disbursement from the Student AVMA must be Student AVMA members in good standing.

Section 3 — Membership Dues

- a) The Executive Committee, with the approval of the SAVMA HOD, shall determine the annual dues and any applicable late fees for each membership category.
- b) Membership dues shall be received on or before December 1 of each year for that school year. Membership dues received after the above date may be subject to a late fee assessment.
- c) Student Chapters and local student organizations must maintain payment of dues for at least 80% of enrolled students at least 30 days prior to a SAVMA HOD meeting to maintain their voting privileges in the SAVMA HOD. The SAVMA Treasurer will notify the chapter or local organization that is below 80% membership on December 1st.



Section 4 — Travel Expenses

- a) The Student AVMA shall provide travel funds, as approved by the Executive Committee, for the following:
 - i) The SAVMA Officers
 - ii) The Student AVMA Presidential Advisor
 - iii) Representatives of the Student AVMA as deemed necessary by the Executive Committee or HOD.
 - iv) Delegates as per the Constitution and Operational Guidelines.
- b) Travel expenses shall include the following:
 - i) The lowest available coach airfare or a per mile expense specified in the annual budget.
 - ii) Rental car fees if deemed necessary by the Executive Committee
 - iii) Hotel accommodations
 - iv) All meals and travel-related expenses.
- c) Delegates may seek reimbursement for travel expenses per the following:
 - i) The lowest available coach air fare, not to exceed \$500.00, per Delegate from a Student Chapter or local student organization, or per mile expense specified in the annual budget, may be requested for travel expenses to the HOD meetings, granted upon approval of the Executive Committee, based on need and number of requests received prior to the deadline.
 - ii) All requests for travel expenses and documentation of financial need and hardship by Delegates must be received by the Student AVMA Treasurer at least ninety (90) days prior to the Student AVMA HOD meeting.
 - iii) Financial need must be demonstrated by the requesting student chapter or local organization to the satisfaction of the Executive Committee, including complete financial disclosure by the requesting chapter.
- d) All mileages shall be calculated as air miles between the point of origin and the point of destination.

Section 5 — Educational Symposium

- a) An emergency fund, which is approximately equal to 25% of the average gross cost of the past two Symposia, shall be held as reserves and shown on a balance sheet reviewed annually by the Student AVMA. These funds are to be maintained as a contingency against debts incurred, and may be disbursed upon approval of the Executive Committee or the HOD.



b) Following the close of the Symposium, the Host School or College must ensure that all accounts are closed and records turned over to the Treasurer for audit at least ten (10) days prior to the start of the HOD meeting at the AVMA Annual Convention that immediately follows this Symposium.

Section 6 — The Vet Gazette

a) The Student AVMA Treasurer shall be informed quarterly of all debits or credits to all-fiscal accounts related to the hosting of *The Vet Gazette*.

b) Following publication of the final issue of *The Vet Gazette* of the school year, the Editor must ensure that all accounts are closed and records turned over to the Treasurer for audit at least ten (10) days prior to the start of the HOD that immediately follows the publication of the last issue.

Article VII — Symposium

Section 1 — Time and Place

a) The Student AVMA shall hold an annual Educational Symposium at a school or college of veterinary medicine with voting representation in the HOD, between February 1 and April 30 (a period of 90 days).

b) Official activities, not inclusive of the HOD or its committees' actions, for these Symposia shall take place for two (2) days and three (3) nights.

Section 2 — Bids

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

Section 3 — Symposium General Manager and Treasurer

The Host school or college which has been awarded the symposium by the SAVMA HOD shall select the Symposium General Manager and Treasurer. Upon selection of these two positions the Host school will notify the SAVMA Executive Committee, SAVMA HOD, and the AVMA Staff Advisor(s).

Section 4 — Finances

a) The Symposium shall maintain banking accounts at the same location as the Student AVMA accounts unless otherwise permitted by the Executive Committee.

b) The Student AVMA Treasurer and the Treasurer of the Educational Symposium shall



be the sole custodians of the resources of the Symposium.

- c) A strict accounting of all funds received and expended and all accounting close records, including all cancelled checks (or photocopies) and all bank statements, shall be sent to the AVMA Staff Advisor and the Student AVMA Executive Committee, ten (10) days prior to the start of the AVMA Annual Convention unless an extension is granted by the Executive Committee.
- d) The Student AVMA Treasurer shall be informed quarterly of all debits or credits to all fiscal accounts related to the hosting of the Educational Symposium.
- e) Expenses for all speakers shall be limited to travel, hotel and miscellaneous expenses to be paid through sponsorship. The hosting school's Symposium committee will bear the responsibility of finding such sponsorship. No additional honoraria, gifts, or mementos shall be given by the hosting school's Symposium committee.
- f) Chapters or local student organizations may not, prior to being awarded the Symposium bid, solicit funding or promises of funding without the express consent of the Executive Committee.

Section 5 — Information Booths

In accordance with SAVMA Exhibitor Rules and Guidelines, the Educational Symposium Planning chair may invite or permit non profit organizations, AVMA allied groups and veterinary-related commercial entities to present educational materials and/or product information to symposium attendees only during specified time periods as specified by hosting schools.

Section 6 — Symposium Report

The Symposium Chair 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.

Section 7 — Symposium Proceedings

- a) Symposium proceedings (written lecture texts, electronic texts, or outlines of scheduled presentations) shall be provided.
- b) The Symposium proceedings may not be republished, reproduced, transmitted or distributed, whether mechanically, electronically or in any other medium, without prior written approval from the Student AVMA Executive Committee and the AVMA Staff Advisor. Commercial reproduction and multiple distribution or publication, in any form or medium, is prohibited.



Section 8 — Symposium Contests

- a) The following two athletic and four academic contests will be conducted annually at the Student AVMA Symposium: volleyball, tug-o-war, bovine reproduction, equine aging, SAVMA Challenge, and freshman anatomy (open to freshmen/ first year students only).
- b) The Host school or college shall not enter any academic competitions.

Section 9 — Commercial Sponsors

- a) Corporation sponsorship of any activity associated with the Student AVMA Educational Symposium is permitted provided that such sponsorship furthers the symposium objectives and is in keeping with the professional environment of the event. The Host School Symposium Planning Committee (HSSPC) shall have the final selection of content and of presenters for the scientific program and its workshops. Corporate sponsors shall be provided the opportunity for appropriate recognition during the symposium and in symposium literature. The corporate sponsors shall be recognized in the following ways: "provided through an educational grant from..." or "co-sponsored by..."
- b) When conferences, meetings, or lectures are sponsored by outside entities, the organization that presents the program, not the funding sponsor, shall have control of the content and speakers.
- c) The corporate sponsor will be expected to avoid any implication in its announcement, descriptive programs, or promotional materials that the Student AVMA is part of a joint sponsorship.
- d) The HSSPC reserves the right to refer any request for corporate sponsorship to the Student AVMA Executive Committee for evaluation, approval, or disapproval

Section 10 — Alcohol Policy

- a) Non-alcoholic beverages will be available at all times at all Symposium-sponsored events where alcohol is being served. If the alcohol is to be served free, non-alcoholic beverages must also be free and subject to the same restrictions as the free alcohol.
- b) Alcohol will not be served at any SAVMA sponsored function that involves the handling of animals by students.
- c) Free, unlimited quantities of alcohol shall not be served at any Symposium sponsored events.



d) Symposium-sponsored events that serve alcohol will have transportation services to and from the event available for all Symposium attendees throughout the course of events.

ARTICLE VIII — *THE VET GAZETTE* (the official journal of the Student AVMA)

Section 1 — Circulation

- a) All members of the Student AVMA shall receive a subscription and/or access to the journal upon payment of membership dues.
- b) It shall be produced no fewer than three (3) times during each academic school year, which is defined as September to May.

Section 2 — Management

a) Editor

- i) The Editor is responsible for coordination of all aspects of the publication and distribution.
- ii) The Editor is a member of the Student AVMA Executive Committee and shall have a thorough understanding of the Student AVMA.

b) Editorial Rights

- i) It is the goal of the Student AVMA 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.
- ii) The Student AVMA, *The Vet Gazette* Editor, and the AVMA reserve the right to edit or withhold publication of any submissions.
- iii) The outgoing *The Vet Gazette* Editor shall contact current *The Vet Gazette* advertisers to establish preliminary advertising for the following year. The outgoing *The Vet Gazette* Editor, in conjunction with the incoming *The Vet Gazette* Editor, shall review and approve any advertising contracts that extend beyond the outgoing school's publishing responsibility.

c) Advisor

- i) There shall be a local faculty or staff member at the host school or college to serve as an advisor to the *The Vet Gazette* Editor
- ii) The advisor shall act to facilitate publication at the host school or college and assist the editor in any manner possible.



Section 3 — Contributing Editors

- a) Contributing Editors shall be responsible for local distribution of *The Vet Gazette* within a reasonable amount of time and/or notification of online publication of the magazine.
- b) The Senior Student AVMA Delegate from each school or college shall serve as that school's or college's local Contributing Editor.
- c) The Contributing Editors may appoint another Student AVMA member to assist them.

Section 4 — Distribution/Access

The Vet Gazette staff shall provide notification of new online issues via Contributing Editors or another method to each member of the Student AVMA upon publication.

Section 5 — Bids

The host school or college and, *The Vet Gazette* Editor, shall be selected from the Student AVMA HOD at the Educational Symposium for the following academic year.

Section 6 — Finances

- a) A strict accounting of all funds received and disbursed by *The Vet Gazette* shall be sent to the AVMA Staff Advisor and the Student AVMA Executive Committee ten (10) days prior to the start of the AVMA convention.
- b) *The Vet Gazette* may maintain bank accounts under the financial umbrella of the Student AVMA in a location to be approved by the Executive Committee, with quarterly reports submitted to the Treasurer.
- c) The solicitation of monies from potential advertisers or sponsors shall be conducted only after the school has been awarded the bid, and only with the prior approval of the President or Executive Committee.
- d) Funds to be used for Editor travel may be requested through the Student AVMA budget. These funds may be used for either travel as needed or to expedite the transition of the publication.

Article IX — Amendments

Section 1 — Bylaw Amendments and Resolutions

- a) The HOD may amend these Bylaws or pass a Resolution at any of its meetings by a



majority vote of the Delegates registered and voting at the meeting, provided a quorum of Delegates are present. The proposed amendment or resolution shall meet the following requirements:

- i) The Executive Committee or any member of the Student AVMA HOD may introduce a resolution or a proposed amendment to the Bylaws in writing to the Executive Committee no later than 40 days prior to the Student AVMA HOD meeting at which it is to be considered.
 - ii) The AVMA Executive Vice President must approve all proposed resolutions or Bylaws amendments no later than 30 days prior to the vote by the Student AVMA HOD.
- b) The Secretary shall advise the AVMA Executive Vice President in writing of all new resolutions or amendments to the Bylaws passed by the Student AVMA.
- c) Bylaws and Resolutions shall be recorded, dated and distributed with the Student AVMA Constitution.