



Manual of the SAVMA House of Delegates

(Revised March 24, 2011)

INTRODUCTION

The Student AVMA House of Delegates(HOD) comprises Senior Delegates and Junior Delegates who are elected or appointed by and represent the constituent organizations of the Student AVMA. The HOD is the voice of the active members. The House and its members are responsible for guiding and directing the policy and activities of the Association in the best interest of the veterinary profession and the public it serves. The House has the authority to elect the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, Information Technology Officer(ITO), Information Technology Officer-elect, International Exchange Officer(IEO), International Exchange Officer-elect, *The Vet Gazette* Editor, *The Vet Gazette* Editor-elect, Global and Public Health Officer (GPHO), and Global and Public Health Officer-elect of the Student AVMA; to elect committee chairs; to elect liaisons to the AVMA committees; to make and adopt resolutions; and to amend the Bylaws of the Association.

Part 1 — Officers

Section 1 — Installation

- a) The President shall install the officers.
- b) The Installation shall read as follows:

“I (your name) do solemnly swear to uphold, in letter and spirit the Bylaws of the Student American Veterinary Medical Association, and to the best of my ability execute the office of _____.”

Part 2 — Delegates

Section 1 — Responsibilities

- a) Study the Bylaws of the Student AVMA, and *Roberts Rules of Order Newly Revised*, so you will have a good working knowledge of the Association’s organizational structures, rules, and procedures.
- b) Access the Governance Portal to review rosters and meeting minutes of the Executive Board and all AVMA councils and committees, and participate in the HOD discussion group to share ideas and confer with fellow Delegates. Access instructions were separately provided to all delegates. Additional copies are available, upon request, from the Secretary of the Student AVMA.



- c) Study all reports, resolutions, recommendations, and preprints furnished to you prior to any meetings.
- d) Submit any resolutions that are to be introduced on behalf of your student constituents to the Student AVMA Executive Board no later than 30 days prior to a Student AVMA HOD meeting. This prior notice provision may be waived by a 2/3 vote of the SAVMA HOD.
- e) Determine the desires of student constituents regarding the issues that are to be addressed by the Student AVMA HOD.

Section 2 — Rules of order

a) General

Cellular telephones and audible pagers will not be used by members of the House or others within the House chamber while the House is in session. Such equipment will either be turned off or be set for inaudible notification. In the latter case, the user will not answer an incoming call verbally within the House chamber, but shall depart the chamber to conduct any conversation.

b) Order of Business

The SAVMA 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 quorum is present.

SAVMA SYMPOSIUM HOD AGENDA

Date Start Time

- HOD meeting call to order
- Roll Call – approval of delegate body
- Pledge of Allegiance
- Reading of SAVMA HOD Mission Statement
- Approval of the Manual of the HOD
- President’s opening remarks
- AVMA VP - remarks
- SAVMA Advisor - remarks
- President’s Report
- Secretary’s Report
- Treasurer’s Report
- ITO’s Report



- IEO's Report
- *The Vet Gazette* Editor's Report
- Global and Public Health Officer's Report
- Delegate Introductions
- Call for nominations - President-elect, IEO-elect, and Global and Public Health Officer-elect
- Call for Symposium Bids
- **Presentation of Post-Convention, Interim, and Pre-Symposium Reports**

Note: Committee reports shall be received by the Chair of the SAVMA HOD and Committee Chairs will have the opportunity to present to the HOD.

- Animal Welfare/Human Animal Bond Committee (AWHABC)
- Education and Professional Development Committee (EPDC)
- Executive Board (EB)
- Governmental Affairs Committee (GAC)
- Integrative Communications and Diversity Committee (ICDC)
- International Veterinary Exchange Committee (IVEC)
- Public Health and Community Outreach Committee (PHCOC)
- Symposium Committee (SC)
- AVMA Convention Registration
- Introduction of Guests to the HOD: AVMA delegates, GRD representatives, and others

Second Day (SAVMA SYMPOSIUM HOD AGENDA) - Start Time

- HOD meeting call to order
- Nomination speeches for officer-elect candidates
- Presentation of Symposium Bids
- Voting for new President-elect, IEO-elect, and Global and Public Health Officer-elect by secret ballot
- Voting for Symposium Bids by secret ballot
- Break/vote counting by Executive Board
- Announcement of new President-elect, IEO-elect, and Global and Public Health Officer-elect



- Announcement of winning Symposium Bid
- Installation of Executive
- Unfinished business
- Out going officers, delegate appreciation, & Honor Roll schools (100% AVMA membership conversion)
- HOD adjournment

SAVMA AVMA Convention HOD AGENDA

Date Start Time

- HOD meeting call to order
- Roll Call – approval of delegate body
- Pledge of allegiance
- Reading of SAVMA HOD Mission Statement
- Approval of the Manual of the HOD
- President’s opening remarks
- AVMA VP - remarks
- SAVMA Advisor - remarks
- President’s Report
- Secretary’s Report
- Treasurer’s Report
- ITO’s Report
- IEO’s Report
- *The Vet Gazette* Editor’s Report
- Global and Public Health Officer’s Report
- Delegate Introductions
- Call for nominations – Executive Board-elect officers (Secretary-elect, ITO-elect, *The Vet Gazette* Editor-elect, Treasurer-elect)
- **Presentation of Post-Symposium Reports**

Note: Committee reports shall be received by the Chair of the SAVMA HOD and Committee Chairs will have the opportunity to present to the HOD.

- Animal Welfare/Human Animal Bond Committee (AWHABC)
- Education and Professional Development Committee (EPDC)



- Executive Board (EB)
 - Governmental Affairs Committee (GAC)
 - Integrative Communications and Diversity Committee (ICDC)
 - International Veterinary Exchange Committee (IVEC)
 - Public Health and Community Outreach Committee (PHCOC)
 - Symposium Committee (SC)
- Introduction of Guests to the HOD: AVMA delegates, GRD representatives, and others

Second Day (SAVMA AVMA Convention HOD AGENDA) - Start Time

- HOD meeting call to order
- Nomination speeches for Executive Board-elect candidates
- Voting for Executive Board-elect officers by secret ballot
- Break/vote counting by Executive Board
- Announcement of new Executive Board-elect officers
- Unfinished business
- Out-going officers & delegate appreciation (if there are any)
- HOD adjournment

c) Procedural

- 1) Situations that are not specifically covered by the Student AVMA Bylaws and Operational Guidelines will be governed by the principles and procedures prescribed in the current edition of *Roberts Rules of Order Newly Revised*.
- 2) Junior Delegates will be accorded the same privileges as Senior Delegates.
- 3) Minutes of all SAVMA HOD meetings shall be approved by the SAVMA EB as soon as practical. The minutes shall be approved and posted online in the Governance Portal.

Section 3 — Meetings

a) The HOD

All Senior Delegates and Junior Delegates are expected to attend all meetings of the Student AVMA HOD, including the meetings of the assigned standing committee. Should a Delegate be unable to attend, notification must be made to the student AVMA Executive Board prior to the start of the HOD meeting.



b) Ancillary Meetings

- 1) The SAVMA HOD, at the President's discretion, may hold a New Delegate Orientation, prior to the regularly scheduled meetings. This orientation shall be designed to acquaint new members with the method of business and purpose of the House. Attendance at the New Delegate Orientation shall be mandatory for all new members of the HOD, Officers, and Standing Committee Chairs.
- 2) The HOD and Standing Committees, at the President's discretion, may hold Student Chapter AVMA workshops where matters common to all Chapters shall be discussed. This meeting shall be held prior to the regularly scheduled meetings and all Chapter officers shall receive an invitation. Attendance at a Student Chapter AVMA workshop should be considered mandatory for all Delegates as these are designed to aid the Delegate's respective school or college. Other schools' or colleges' of veterinary medicine leaders are also encouraged to attend these workshops if at all possible.

c) Travel Policy

- 1) Delegates acting as representatives of the SAVMA HOD, or upon behalf of the SAVMA President may seek reimbursement for travel expenses per the following:
 - a) The lowest available coach air fare, and per the SAVMA annual budget for the specified meeting. Travel expenses that will be greater than in the annual budget shall be approved by the SAVMA Executive Board.
 - b) Air fare may be reimbursed to the SAVMA Delegate seeking reimbursement prior to the meeting at the discretion of the SAVMA President and Treasurer.
 - c) Transportation, lodging and all food related expenses to the trip, excluding alcohol, may be submitted with proper receipts to the SAVMA Treasurer for reimbursement.
 - d) The SAVMA Delegate shall submit the meeting report to the SAVMA Secretary within thirty (30) days of the meeting and at that time receive full reimbursement.
- 2) In the event that a chapter or associate organization is unable to fund delegate travel to HOD meetings, then the Delegate may seek reimbursement for travel expenses per the following:
 - a) The lowest available coach air fare, not to exceed \$500.00, per Delegate from a chapter or associate 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 Board, based on need and number of requests received prior to the deadline.



- b) All requests for travel expenses and documentation of financial need and hardship by the chapter or associate organization must be received by the Student AVMA Treasurer at least ninety (90) days prior to the Student AVMA HOD meeting.
- c) Financial need must be demonstrated by the requesting chapter or associate organization to the satisfaction of the Executive Board, including complete financial disclosure by the requesting chapter or associate organization.
- d) All mileages shall be calculated as air miles between the point of origin and the point of destination.

Part 3 — Standing Committees

Section 1 — Function and Procedure

- a) Election and approval of Committee Chairs and Student Liaisons:

Each committee shall elect a chair to be approved by the President according to the Bylaws. If a SAVMA committee has representative or liaison positions to AVMA allied organizations or AVMA entities (councils or committees), the SAVMA committee shall report such appointments at the annual SAVMA Symposium for approval by the President and further credentialed by the AVMA or allied organization. All elections or appointments shall be reported in either the committee's Symposium or Convention reports.

- b) Committee Meetings

Each Standing committee will convene at scheduled times during the Student AVMA HOD meetings. Committees may communicate and/or meet on-line or by phone during the interim. Without the objection of the Executive Board, a standing committee chair may invite other resource persons or guests to address the committee.

Section 2 — Reports

- a) Required reports include: Pre-Symposium, Post-Symposium, Post-Convention, Interim Committee Meeting and Liaison Meeting Travel reports. Each report shall be submitted in a timely fashion. Pre-Meeting reports shall be submitted 30 days in advance of the upcoming meeting. Post-Meeting reports shall be submitted immediately following said meeting. Interim Meeting reports shall be submitted November 1st and Liaison Meeting Travel reports shall be submitted within 30 days following the meeting.
- b) Format:
 - 1) To:



From:

Date:

Re:

2) Numeric Outline format of points reported. A parenthetical reference (Action Item) following the numbered point should designate all Action Items as such. *To Do List*: to follow action items.

3) Items to be included in specific reports:

- Each meeting report shall include a review of the committee's charge as stated in the bylaws and an action- oriented plan to fulfill that charge.
- All reports shall include a list of all students serving on a committee, as well as specifying chair and/or liaison positions.
- Post-Symposium report shall include a preliminary budget for the budget meeting to be held prior to the start of Convention.
- Pre- Convention reports shall include a History of the year's activity for the committee.

Section 3 — History

- a) Committee chair shall maintain a history of the committee's activity for the year of their term. The history should include successes and failures as well as the discussion on relevant topics.
- b) The history shall be given to the Secretary at the beginning of the Student AVMA HOD meeting at the annual Convention.

Part 4 — Liaisons and Student Representatives to AVMA Entities

Section 1 — Elections

- a) Liaisons or student representatives to AVMA Entities shall be elected by their standing committees and approved by the HOD to serve for a 1 year term or until a successor is elected (re-election or reappointment to a second term is acceptable, if the student is still eligible).
- b) Liaisons or student representatives should be elected at the Student Symposium, unless previous Executive Board approval has been granted.

Section 2 — List of Positions

- a) AVMA AWC - Animal Welfare Committee – A member of the Animal Welfare / Human Animal Bond serves as a committee member.



- b) AVMA CHAB - Committee on the Human-Animal Bond – a member of the Animal Welfare / Human Animal Bond serves as a committee member.
- c) AVMA EB - Executive Board – SAVMA President is an invited participant to EB meetings.
- d) AVMA MSC - Member Services Committee – SAVMA Executive Board member serves as a committee member.
- e) AVMA LAC - Legislative Advisory Committee – a member of the Governmental Affairs Committee serves as a committee member.
- f) AVMA HOD – SAVMA President and President-elect* serve as Delegate and Alternate Delegate to the AVMA HOD. (*SAVMA Secretary will serve in lieu of the President-Elect if that office is vacant or unable to attend)
- g) AVMA PAC – Political Action Committee – a member of the Governmental Affairs Committee serves as a liaison to the Committee.
- h) AVMA SAC – State Advocacy Committee – a member of the Governmental Affairs Committee serves as a liaison to the Committee.

Section 3 — Responsibilities

- a) Liaisons or student representatives shall submit their resumes and nomination form (if required) to the Student AVMA Secretary within 30 days after their election.
- b) Liaisons or student representatives are responsible for providing information to the AVMA entity at which they serve as the Student AVMA's liaison or representative, and for reporting any pertinent information back to the Student AVMA HOD in a written report.

Section 4 — Reports

- a) Reports shall be turned in to the Student AVMA Secretary and the committee chair within 30 days following the liaison meeting.
- b) The report shall be attached to the subsequent standing committee report and be summarized in the committee report.
- c) The format shall be the same as the standing committee reports.

Part 5 — Symposium

It is recognized that there is great value in affording veterinary students the opportunity to meet and socialize together, and to gain an introduction to organized veterinary medicine. The Student AVMA Educational Symposium shall be designed to permit students in attendance to



become familiar with phases of veterinary medicine that are not usually covered in their regular curricula.

Section 1 — Information

- a) All information regarding Symposium and Symposium planning is contained within the Symposium Manual which is the sole responsibility of the SAVMA House of Delegates.

Part 6 — *The Vet Gazette*

Section 1 — Editor

The Editor shall serve as a voting member of the Executive Board and an ex-officio, non-voting member of the HOD.

Section 2 — Circulation

- a) Electronic archival copies may be purchased by other interested individuals at the discretion of the Executive Board at a cost determined by the Executive Board, upon approval by the HOD.
- b) Each school or college should be properly notified of new issues being available, either through print media or through electronic means.

Section 3 — Management

- a) The composition of the staff of *The Vet Gazette* will be left to the discretion of the Editor.
- b) *The Vet Gazette* Editor shall mail an expense report plus all receipts to the Treasurer quarterly.
- c) *The Vet Gazette* Editor shall send a Check Requisition form to the Student AVMA Treasurer for all award winners (see Section 5) directing the Treasurer to make sure all award checks are properly distributed.

Section 4 — Editorial rights

- a) The Student AVMA and *The Vet Gazette* encourage submissions on any topics pertinent to veterinary medicine. [See SAVMA Bylaws Article X, Section 2, B, a.]
- b) There are no restrictions as to length, number of pictures, drawings, etc., per submission. Editorial staff retains the right to edit for content or length as necessary, and to withhold publication of any submission.



c) The opinions expressed in articles, advertisements, and all other material appearing in *The Vet Gazette* are solely the author's and do not necessarily reflect the opinions of *The Vet Gazette* staff or the Student AVMA.

Section 5 — Contests

- a) *The Vet Gazette* staff shall have an article contest for informational and educational articles in each issue.
- b) *The Vet Gazette* shall have a contest for poems or humorous articles in each issue.
- c) *The Vet Gazette* contests shall be decided by the Editor, which must be approved by the Executive Board and the HOD.
- d) Submission requirements may be set by *The Vet Gazette* Editor.
- e) All submissions provided by members of the Student AVMA and submitted prior to graduation from a professional veterinary program shall be considered as an entry in these contests.
- f) *The Vet Gazette* staff members shall be ineligible for all contests.
- g) Prize winning submissions shall be selected by *The Vet Gazette* staff and may be announced in the present issue or next issue of *The Vet Gazette*.
- h) Other compensation for submissions published may be awarded at the discretion of *The Vet Gazette* Editor, upon approval of the Executive Board.

Section 6 — Continuity

The outgoing *The Vet Gazette* Editor shall instruct *The Vet Gazette* Editor-elect through the process of publishing a new issue.

Part 7 — Amending/Revising the Manual

Section 1 — Basic rules

- a) Any member of the HOD or SAVMA Executive Board may suggest a revision to the Manual
- b) The revision must be written and submitted electronically to the SAVMA Executive Board at least thirty (30) days prior to the next SAVMA HOD meeting. This prior notice provision may be waived by a 2/3 vote of the SAVMA HOD.
- c) A proposed revision can be included in a committee report to the HOD or introduced to the HOD during open discussion, but only if the prior notice provision has been waived as stated above.



- d) All approved revisions must be passed by a majority vote of the HOD to officially become part of the SAVMA HOD manual. All Manual revisions will become effective immediately following approval of the HOD and the AVMA Staff Advisor, unless a proviso to change this time is adopted.
- e) A vote seeking approval or disapproval of the SAVMA HOD Manual will be part of all SAVMA HOD meeting agendas; the vote will be scheduled for the start of every meeting.
- f) Any revision approved by the SAVMA HOD must be submitted for approval to the AVMA Executive Vice President or his/her designee.