

**STUDENT CHAPTER OF THE  
AMERICAN VETERINARY MEDICAL ASSOCIATION**

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**(Revised April 6, 2009)**

**CONSTITUTION  
Of the  
U.C. DAVIS STUDENT CHAPTER  
OF THE AMERICAN VETERINARY MEDICAL ASSOCIATION  
School of Veterinary Medicine  
University of California  
Davis, California 95616**

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## ARTICLE I

### NAME OF ORGANIZATION

This organization shall be commonly known as the University of California at Davis, Student Chapter of the American Veterinary Medical Association (SCAVMA). For all legal purposes (e.g., when opening any bank account or communication with the IRS), the following name must be used in association with the non-profit tax ID #: 94-6062452.

AMERICAN VETERINARY MEDICAL ASSOCIATION  
UNIV OF CALIFORNIA STUDENT CHAPTER  
SCHOOL OF VETERINARY MEDICINE  
DAVIS, CA 95616

## ARTICLE II

### PURPOSE

The purpose of this organization shall be:

1. To make available to students the opportunities offered by the American Veterinary Medical Association (AVMA) and the Student American Veterinary Medical Association (SAVMA).
2. To provide an opportunity for the members to gain professional knowledge through scholarships, Professional Development Funds, guest speakers and support of veterinary clubs and organizations.
3. To provide a forum to discuss veterinary student related concerns, and to create a cohesive student body.

## ARTICLE III

### MEMBERSHIP

1. Regularly enrolled students of veterinary medicine may become members of SCAVMA.
2. A student shall be considered a member upon payment of the current year's dues. This entitles the student to those benefits specified in Article VIII, Section 1.
3. Effective for the Class of 2009 and each successive year, SCAVMA will offer a three year membership of \$30 total to incoming freshman. If a freshman purchases a three year membership, they will be in good standing for the remainder of those three years. Two year memberships will be offered to sophomores who did not purchase a three year membership during their first year for \$25. A one year membership may be purchased at any time for \$15. In the event of an increase in SAVMA dues, these due schedules may be adjusted accordingly.
4. A student shall be considered a "member in good standing" for senior deduction to the AVMA, when s/he has been a member for at least two years prior to graduation (Article VIII, Section 1.6).
5. Members of the faculty and such others as the Chapter may see fit to elect, shall be Honorary Members.
6. Graduate Professional Students (VSTP, DVM/MPVM, and YEAR Program) may join SCAVMA during their years 'out of veterinary school' at a fee of \$10/year. If SCAVMA annual dues are increased, then Graduate Professional students will be increased accordingly.

## ARTICLE IV

### EXECUTIVE BOARD

1. The Executive Board of SCAVMA shall be comprised of the officers of the Chapter, as defined in Article V, and the first term SAVMA Nation Representative, Class Representatives, Class Presidents, Legislative Liaison, Centaur Yearbook Editor, Faculty Advisors, and Waggie Newsletter Editor. All members of the Executive Board vote with exception of the President and Faculty Advisors.
2. The members of the Board, their term of office, the method of selection, and the procedures utilized in filling vacancies shall be provided in Article VIII, Section 3.

## ARTICLE V

### OFFICERS

The officers of the Chapter, which form the SCAVMA Officer Board, shall consist of a President, President-Elect, Vice President, Treasurer, Secretary, the California Veterinary Medical Association (CVMA) Student Representative, the senior SAVMA National Representative and the junior SAVMA National Representative. Each of these officers shall be chosen in accordance with Article VIII, Section 3.3.

## ARTICLE VI

### AMENDMENTS

1. The Constitution shall be amended by a two-thirds majority vote of the full membership (as defined by Article III). This vote may be carried out by proxy vote of the four class presidents. Proposals for amendments to this Constitution must be submitted in writing for discussion by the Executive Board. All provisions of this Constitution shall remain effective for the duration of SCAVMA, unless amended.
2. All changes to the Constitution must be approved by the AVMA before becoming effective.
3. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution or By-laws, as specified in Article VIII.

## ARTICLE VII

### AVMA RELATIONS

1. The Chapter shall operate under official charter granted by the AVMA.
2. The Chapter is responsible for paying the SAVMA membership dues of each veterinary student who elects to join SCAVMA. Payments shall be made to the treasurer of SAVMA on a timely basis.

## ARTICLE VIII

### BY-LAWS

#### **Section 1 - Benefits of SCAVMA Membership**

- A. SCAVMA membership entitles veterinary students to a number of benefits, including:

- i. Membership to SAVMA, the national professional organization for veterinary students;
- ii. A subscription to *Intervet*, a publication produced at a different veterinary school each year, and funded by SAVMA;
- iii. Participation in the “SCAVMA Professional Development Fund”, and the opportunity to compete for scholarships from the “SCAVMA Scholarship Fund”, as specified in Article VIII, Section 2.3(A)(vi);
- iv. Reduced rate on AVMA journals, such as JAVMA and AJVR;
- v. Six months of free membership to the AVMA, upon graduation, and then reduced membership dues for the two subsequent years;
- vi. Participation in the AVMA Professional Liability Insurance Trust, which covers professional, disability, and health insurance over the summer months of student employment with AVMA insured animal hospitals.
- vii. Payment of senior SAVMA dues provided the student has paid their dues in at least two out of the three previous years.

## **Section 2 - Functions of the Board**

### **Section 2.1 - Fiscal year Budget**

The income of the SCAVMA Chapter is primarily from the annual transfer from the Veterinary Bookstore, and annual donations from private corporations. The expenses of the Chapter typically include: travel by Board members, funding of student clubs (including the Centaur Yearbook), and operating expenses.

#### **A. Fiscal year**

SCAVMA’s fiscal year corresponds both with the academic calendar and the university’s fiscal year, beginning July 1 and ending June 30. All bank statements and ledgers must be provided to the accountant by July 31 to enable him/her to prepare SCAVMA’s non-profit tax returns and financial statements.

#### **B. Annual Budget Meeting**

The Annual Budget Meeting must be held by October 31 of each year. The Treasurer, along with the President, shall review previous years’ budgets, prepare a proposed budget, and direct discussion at the meeting.

#### **C. Funding of Student Organizations**

In order for a student club to receive funding from SCAVMA, it must submit an application along with a projected budget and current faculty advisor to the Treasurer by October 15 of each year, within specific expenditure limits by SCAVMA.

#### **D. Funding of Centaur Yearbook**

SCAVMA shall provide \$500 to the Centaur account, which the Treasurer shall disperse as expense receipts are submitted. Operating expenses incurred in excess of this \$500 shall be split among the freshman, sophomore, and junior classes. Any profits made as a result of yearbook sales shall likewise be split amongst the three lower classes. The Centaur managing editor must make a quarterly budget report that is subject to approval by the SCAVMA board in order to receive financial indemnity. If the Centaur yearbook incurs a debt in any fiscal year, SCAVMA will cover fifty per cent (50%) of the loss from the Centaur Reserve Fund contingent upon budget approval by the SCAVMA board. The remaining 50% will be split amongst the three lower classes.

#### E. Penalties and Debts of Clubs and Organizations

SCAVMA funds will not be used for penalties or finance charges incurred by any club or organization. Such debts are the responsibility of the members of that organization.

### **Section 2.2 – Memorandum of Understanding with the Veterinary Bookstore**

SCAVMA once owned and operated a Bookstore known as “SCAVMA Instrument Sales.” The University of California at Davis Vice-Chancellor Elmer W. Learn granted authorization for the sale of veterinary medicine course syllabi, textbooks and instruments in June 1979 and operations ceased in June 2001. SCAVMA transferred all bookstore operations and duties to the University of California at Davis Veterinary Bookstore beginning fall 2001.

SCAVMA entered into a Memorandum of Understanding (MOU) with the Veterinary Bookstore September 21, 2001. Under this agreement, the Veterinary Bookstore will meet the book/syllabi/instrument needs of veterinary students, provide monetary support to the programs of SCAVMA, and provide employment to veterinary students who apply. University of California at Davis Bookstore Management and the SCAVMA Board will meet annually to review the operating statements for the current year in order to determine the pricing and service levels that will be needed in the next year to allow for adequate monetary support to SCAVMA programs from bookstore revenues. The University of California at Davis will provide annual operating statements (July1 to June30) to the SCAVMA Board no later than August 31 of each year. Quarterly financial summaries will be made available to the SCAVMA Board Upon request. The MOU is subject to review by all involved parties in three years from the date of signing, and thereafter every three years at the request of either party.

### **Section 2.3 – SCAVMA Professional Development Fund**

The purpose of the SCAVMA Professional Development Fund (formerly known as the SCAVMA Travel Fund) is to offset the cost of travel directly related to veterinary student education. Fundable travel includes attendance at professional or educational veterinary conferences, externships, research projects at other institutions, or student-initiated projects related to veterinary medicine. The maximum amount allotted for student travel shall be determined at the annual SCAVMA Budget Meeting

#### A. Professional Development Fund Guidelines

- i. Each student is eligible to apply for awards up to a maximum of \$400 per year. Preference is given to those who have not received a Travel award during the current year.
- ii. Students are eligible for reimbursement of 75% of their expenses to a maximum of \$200 on each individual trip.
- iii. Applicants must submit their applications by the posted deadline, usually during the first or second week of each quarter, for travel during that quarter. Applications will not be accepted for travel that has already occurred.
- iv. Approved applicants must submit proof of attendance (such as name badge, letter from the sponsoring institution, etc.) and receipts for all expenses for which they wish to be reimbursed. These items must be submitted within fourteen (14) days of their return.
- v. Approved applicants must also submit a brief description of their travel in electronic format to be published on the UCD-SCAVMA web site and included in the SCAVMA professional development opportunities binder. This should include a description of positive and negative aspects as well as advice for students considering similar travel in the future.

### **Section 2.4 - Meetings / Minutes / Records**

#### A. Meetings

- i. There shall be at least one meeting of the SCAVMA Board per month during the academic year, with the exception of December, March, and June.
  - ii. General SCAVMA meetings shall be called, by a majority vote of the Executive Board, as needed to discuss topics pertinent to all student body members.
  - iii. Special Executive Board meetings may be called at any time by the SCAVMA President, and shall be advertised at least 48-hrs in advance.
  - iv. The presence of two-thirds (2/3) of the Executive Board's voting members shall be considered a quorum, which is required for the transaction of SCAVMA business. Since there are no votes taken at a General SCAVMA meeting, there is no quorum requirement.
  - v. All decisions shall be made by a majority vote of the Executive Board, unless specified otherwise.
  - vi. The date, time, and location of the meetings shall be determined by the SCAVMA President, and communicated by the Secretary, as specified in Article VIII, Section 3.4.
  - vii. Unless specified otherwise all SCAVMA meetings are considered open to the veterinary community.
  - viii. The attendance of the Dean (or Associate Dean) of Student Programs is requested at all open SCAVMA meetings.
- B. SCAVMA Officer Board Meetings
- i. The SCAVMA Officer Board shall consist of the officers of the Chapter as defined by Article V.
  - ii. The President may call a SCAVMA Officer Board Meeting to conduct business that must be carried out before the next Executive Board Meeting, in case of emergency, or as deemed necessary.
  - iii. All Officers Meeting minutes will be recorded and presented to the Executive Board during the next scheduled Executive Board Meeting.
  - iv. The Executive Board shall have full authority to change or dismiss any policy and/or decisions made by the Officer Board by a majority vote of quorum, not including SCAVMA Board votes.
- C. Minutes
- i. The minutes of all Executive Board Meetings shall reflect the order of business, which is as follows:
    - 1. Meeting called to order
    - 2. Attendance of voting members; quorum
    - 3. Approval of prior meeting's minutes
    - 4. Additions to agenda
    - 5. Unfinished business
    - 6. New business
    - 7. Summary of action items
    - 8. Next scheduled meeting
    - 9. Adjournment
  - ii. The President may modify this order of business, as s/he shall deem necessary or expedient.
- D. Records

All Board members shall maintain an accurate account of their responsibilities, and actions taken throughout their tenure. This information shall be kept as official records of SCAVMA business. The President, with the assistance of the Secretary, shall be responsible for ensuring that the files are maintained in a proper manner, and readily available for examination by authorized individuals.

## **Section 2.5 – Resolutions**

- A. The SCAVMA board shall have the authority to draft and submit resolutions representing the student body of the University of California at Davis School of Veterinary Medicine regarding political action under the following conditions:
  - i. The board shall advertise for and host a comment period where students can freely voice their opinions for and against the proposed article under consideration. The comment period shall be advertised for at least one week prior to its scheduled date during which time students may submit

- their opinions regarding the issue in writing to the SCAVMA President if they are unable to attend the forum.
- ii. The SCAVMA President, or someone appointed by the SCAVMA President, will emcee the comment period and will set the rules for the meeting at the start of the period including, but not limited to: how many times a member is permitted to speak, the length of time one person can speak, the order of who is allowed to speak, and the length of the meeting.
  - iii. A 2/3rds majority of the SCAVMA board members must read any written comments supplied by students prior to the comment period and must attend the comment period to hear the opinions of the students regarding the resolution. These board members must also attend a special SCAVMA board meeting described in iv below.
  - iv. Immediately following the comment period a special SCAVMA board meeting shall be held where the opinions of the students are taken into consideration in drafting the resolution. At this meeting the opinion and general wording of the resolution will be decided upon. The SCAVMA President, or someone appointed by the SCAVMA President, will then take the information voted on at this special SCAVMA board meeting and draft the resolution in full detail for presentation at the following regularly scheduled SCAVMA board meeting.
  - v. The opinion of the resolution must be approved by a majority vote of the SCAVMA board members present at the special SCAVMA board meeting.
  - vi. The drafted resolution will then be presented at the following regularly scheduled SCAVMA board meeting for final approval by a 2/3<sup>rd</sup>s majority vote. At this meeting, the board may change minor details about the wording of the drafted resolution as written by the SCAVMA President or appointee, in order to modify it for clarity, but may not change the overall opinion as voted on by the SCAVMA board members at the special SCAVMA board meeting.
  - vii. The approved resolution may then be submitted to the appropriate agency as the “opinion of the SCAVMA board, representing the student body numbering 480 people, at the University of California at Davis School of Veterinary Medicine”.

## **Section 2.6 – Sale of Extra Pet Food from Monthly Food Distribution**

Each month, Hills, Iams/Eukanuba, and Purina pet food companies generously donate their food products to veterinary students. Students sign up for their desired dry food bag, can case, or treat, and pick it up at a later evening date. History shows that food is always left over due to incomplete attendance at distribution. In the past, extra food has been passed out to student distribution volunteers or to those who are patient enough to wait in line after closing. Starting in September, 2004, leftover food donations from these three companies will be given to SCAVMA, who will in turn sell it to veterinary students as a fundraiser according to the following guidelines.

### **A. Extra Food Distribution Sales Guidelines**

- i. One product from each company will remain free to Veterinary students each month. Only leftover food after distribution will be sold. Pricing is as follows:
  1. Bags of food up to 10 pounds and small flats of cans are \$5.00.
  2. Bags of food >10 pounds up to 20 pounds, boxes of treats and flats of large cans are \$8.00.
  3. Bags of food >20 pounds and up to 30 pounds are \$10.00.
  4. Bags of food >30 pounds are \$15.00.
- ii. Veterinary students will be allowed to purchase leftover food after the respective food distribution. A student may purchase one item after each time in line.
- iii. Veterinary students must verify their school status by picture IDs and composites. There will be no exceptions.
- iv. UC Davis Student Programs Activities Center (SPAC) requires that items resold as a club fundraiser be enhanced in some way to increase its value. To comply with this rule, SCAVMA will add specially made “SCAVMA” stickers to each item sold.
- v. All unwanted food after sales will be stored in the SCAVMA Food Shed near the loading docks of the VMTH.
- vi. A food committee will be in charge of the distribution, sales, and accounting of extra food. They will be chosen among the SCAVMA Board for a one quarter term, although may continue on if so desire.

- vii. Money raised from this fundraiser will be allocated as follows:
  1. Money earned from Purina pet food will go into the SCAVMA Professional Development Fund.
- viii. After one year's time, the SCAVMA Board will consider the success of the fundraiser, the need for a hired SCAVMA food distributor, the possibility of mid-month sales, pricing of food, and what food should be sold.

### **Section 2.7- Selling of Monthly Pet Food**

- A. Veterinary Bookstore: Starting February 2008 faculty and staff will be able to preorder Hill's pet food which will be distributed and sold through the Bookstore.
  - i. SCAVMA will charge the bookstore 50% of retail value.
  - ii. The Bookstore will then mark up 25% plus tax.
  - iii. SCAVMA will pay \$75 to Student Clubs for helping at monthly distributions.
- B. Residents: Starting February 2008, VMTH residents will be allowed to pre-order monthly pet food and be required to pay as outlined below.
  - i. Prices: pricing is based on charging \$2/10 pounds of **total** food ordered by a resident, for example:
    1. Up to and including 10 pounds, flat of small cans, or box of treats are \$2.
    2. Greater than 10 pounds, up to and including 20 pounds or flat of large cans are \$4.
    3. Greater than 20 pounds, up to and including 30 pounds of food are \$6.
    4. Greater than 30 pounds, up to and including 40 pounds of food is \$8.
  - ii. The current monthly food limit for each resident at the time of enacting this policy is 40 pounds. If the pet food companies choose to increase the monthly resident allotment, prices will increase accordingly, charging \$2/10 pounds of food ordered.
- C. Earnings: Money earned from the selling of pet food will be allocated as outlined below:
  - i. Hill's: Money earned from selling Hill's food to will be distributed throughout the budget at the annual budget meeting and be subject to approval by the Executive Board when the budget is presented at the September meeting.

### **Section 2.8- SCAVMA Scholarship Awards**

- A. Current veterinary students who are SCAVMA members are eligible for all SCAVMA scholarships.**
- B. The SCAVMA Secretary is responsible for publicizing the scholarships and asking for nominations from the student body.**
- C. Scholarships will be awarded each year at the Awards Ceremony in May, unless otherwise noted.**
- D. The current SCAVMA President will present each award to the award recipient at the awards ceremony unless otherwise noted.**
- E. Eligible students are to be nominated by their peers or themselves accompanied by a brief statement justifying why the nominee is deserving of the award, unless otherwise noted.**
- F. All awards are decided by a vote of the SCAVMA Executive board at the April executive committee, unless a decision is requested earlier by the Dean's office, in which case the vote can take place via email, to be tallied by the SCAVMA secretary, unless otherwise noted.**
- G. The SCAVMA Scholarships and their criteria include:**
  - a. SCAVMA Leadership Award**
    - i. Two awards are given worth \$500 each.**
    - ii. Awarded to a student in any class year.**

- iii. **The award recognizes students who are active in school events and service, promoting the School and the veterinary medical profession, and participating and organizing events that contribute to the extracurricular school environment through SCAVMA activities.**
- b. SCAVMA Recognition Award**
  - i. **One award worth \$500.**
  - ii. **Awarded to a graduating senior.**
  - iii. **Recognizes an outstanding senior student who has demonstrated excellence in the veterinary community through service, achievement, and dedication to the advancement of the veterinary profession.**
- c. Auxiliary to the AVMA Senior Student Award**
  - i. **One award worth \$300.**
  - ii. **Awarded to a graduating senior.**
  - iii. **Recognizes a student who has done the most to advance the prestige of the School.**
- d. SCAVMA and Hill's VLE Leadership Award**
  - i. **One award worth \$1800.**
  - ii. **Awarded to a first or second year student.**
  - iii. **Student will be made aware of award receipt prior to the award ceremony to accommodate appropriate travel planning.**
  - iv. **Recognizes one outstanding student who demonstrates leadership ability and potential within the veterinary school community and/or veterinary profession. Student must be available to attend the VLE (Veterinary Leadership Experience) in June of the year of the award (ie-if award given in May 2009, must attend VLE in June 2009).**
  - v. **Criteria includes an essay, limited to 1000 words, written by the nominee specifying their leadership experiences and deservedness. The nominee must also supply a CV emphasizing leadership positions and/or experiences.**
- e. SCAVMA Pet Food Scholarship**
  - i. **Five awards worth \$50 each.**
  - ii. **Awarded to a student in any class year.**
  - iii. **Randomized drawing among SCAVMA members participating in the pet –feeding program.**
  - iv. **Randomized drawing to take place in the fall, not at the awards ceremony. Monetary award is given at the time of the drawing.**
- f. Mrs. C Honorary Scholarship**
  - i. **One award worth \$250**
  - ii. **Awarded to a student in any class year**
  - iii. **Determined by Dean's office.**
  - iv. **For a student who intends to pursue a mixed animal practice. Must be current SCAVMA member. Established in 1992 to honor Mrs. Phyllis Conzelman's long and dedicated service as manager of the SCAVMA Bookstore.**

## **Section 3 – Individual Board Members**

### **Section 3.1 – Tenure of Board Members**

- A. The Executive Board members, as defined in Article IV (1), shall have immediate charge of the Chapter's affairs as of July 1 of the calendar year in which they were elected. Thus, their tenure follows the SCAVMA fiscal year (July 1 to June 30). All Board members shall have only a one-year commitment with the exception of the Faculty Advisors, the national SAVMA Representatives and the SCAVMA President/President-Elect, who shall serve two consecutive years.

### **Section 3.2 – Board Members' Eligibility**

- A. The Board members may be from any class within the veterinary professional program. No student shall be a candidate unless s/he is a SCAVMA member.

### **Section 3.3 – Election of Board Members**

- A. The current Secretary shall coordinate election of President-Elect, Vice President, Treasurer, Secretary, Legislative Liaison, SAVMA National Representative and Centaur Yearbook Editor(s).
  - i. Nominations for officers, Legislative Liaison, SAVMA Delegate, Centaur Yearbook Editor and Waggle Newsletter Editor(s) shall be opened during the fifth and sixth weeks of winter quarter, after which nominations shall be closed. Candidates' statements shall be collated and distributed to members' mailboxes by the Secretary by Monday of the Seventh week.
  - ii. The officers, Legislative Liaison, SAVMA Delegate, Centaur Yearbook Editor and Waggle Newsletter Editor(s) shall be elected by collection of ballots, in a ballot box placed by the student mailboxes, by the SCAVMA Secretary and shall take place no later than the end of the seventh week of the winter quarter. All veterinary students whose current SCAVMA membership dues have been paid may vote.
  - iii. The counting of ballots shall be done by the Secretary and Treasurer, unless they are seeking an office in the election, in which case, the Vice-President and/or President shall act in their place.
  - iv. A simple majority of ballots shall be required for election. If no candidate receives a simple majority of the ballots cast, a run-off election shall be held between the top two candidates.
  - v. No person may hold more than one of these elected SCAVMA Board positions unless the position is not filled due to lack of interest during elections or the removal of an officer. The President may then assign the position to someone of his or her choosing until another may be elected within one month's time. This chosen person may not have an additional vote if currently one of the elected officials mentioned in Section 3.3 A. Should the President take on the position, s/he may not vote unless in one of the permitting circumstances described in Robert's Rules of Order.
  - vi. Newly elected officers, Legislative Liaison, SAVMA Delegate and Centaur Yearbook Editor shall be required to attend meetings beginning the subsequent spring quarter.
- B. Election of Class Representatives and Class Presidents
  - i. Nomination and election of Sophomore, Junior, and Senior Class Representatives and Class Presidents and graduate professional students shall be held in the Spring quarter as determined by each individual class, but no later than the last SCAVMA meeting of the Spring quarter.
  - ii. The entering class shall elect the Freshman Class Representatives and Class Presidents as soon as possible after the beginning of the school year.
- C. Election of CVMA Representative
  - i. The CVMA Representative shall be chosen from the Sophomore class by appointment from the current CVMA Representative.

- ii. The new CVMA Representative should be chosen from those people who have previously held a position as a CVMA delegate for at least one year to ensure that a qualified Representative is chosen.
- iii. If the current CVMA Representative is unable to choose a replacement from the Sophomore class then s/he can choose to hold an election whereby the new CVMA Representative is elected via majority vote of all members of the Sophomore class in the Spring quarter.
- iv. The newly elected CVMA Representative shall be required to attend the final meeting of Spring Quarter.

D. Election of Faculty Advisors.

- iii. There shall be a Junior and Senior Faculty Advisor. At the beginning of the academic year, if the Senior Faculty Advisor wishes to vacate the position, the Junior Faculty Advisor shall assume the role of Senior Faculty Advisor. If necessary, the Executive Board shall nominate a new Junior Faculty Advisor by majority vote. Only professors who are AVMA members may be nominated. The President shall contact the nominated Junior Faculty Advisor to offer her/him the position. There shall be no set limit on the number of terms a Faculty Advisor may serve. The SCAVMA Board reserves the right to ask any Faculty Advisor to vacate said position at the end of the academic year or at any time as it finds appropriate.

### **Section 3.4 – Duties of Individual Board Members**

A. President

- i. The SCAVMA President shall act as the primary liaison between the Veterinary School student body and the Veterinary School administration, veterinary school alumni, and other professional schools. The President shall promote interaction between all members of the veterinary community including students, staff, faculty, administration, and alumni.
- ii. The President shall be the chief executive officer of the Chapter, and shall call and conduct the SCAVMA Executive Board meetings, held a minimum of once monthly during the academic year, with the exception of December, March, and June. The President shall solicit volunteers from the Executive Board for SCAVMA activities, or delegate responsibilities as needed.
- iii. The President shall vote in Executive Board meetings only in the event of a tie vote.
- iv. The President, with the Treasurer, shall be responsible for the direction of the Chapter finances. The President, with the SCAVMA Officer Board, shall meet annually with the UC Davis Bookstore management to review the operating statements of the Health Sciences bookstore for the current year.
- v. The President shall solicit the vote of the Board for approval/correction of minutes from the previous Board meeting. The President shall solicit agenda items from the Board members one week prior to each meeting, develop and distribute the agenda, and solicit last-minute items for discussion.
- vi. The President shall be responsible for discussing the role of SCAVMA with the incoming Freshman Class during their orientation as arranged by the Student Programs Office. This discussion shall include how SCAVMA benefits individual students.
- vii. The President is responsible for re-registration of SCAVMA as a bona fide UCD student organization each spring with the student activities Office in the Memorial Union. The President shall inform each club president of the registration procedure as well.
- viii. At the last Executive Board meeting of the academic school year, the President will swear in all newly elected officers as outlined in Article VII, Section 3.3(A), with the following suggested oath: "I do hereby swear or affirm to faithfully uphold the responsibilities of my position and the decisions of this Board as outlined in the Constitution of the Student Chapter of the American Veterinary Medical Association."
- ix. The President shall be entitled to have her/his expenses for travel, conference registration and hotel accommodations at the annual SAVMA Symposium and AVMA Convention reimbursed by the Chapter as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)).

Expense receipts must be submitted to the SCAVMA Treasurer within 30 days of returning from travel.

- x. The President shall maintain a file of information and suggestions for the future SCAVMA President. The President, with assistance of the Secretary, shall be responsible for ensuring that the files are accurate, and available for examination by authorized individuals, as specified in Article VIII, Section 2.5(C).
  - xi. The President shall attend the AVMA Veterinary Leadership Experience hosted by Washington State University in May/June of the year of their election and shall have their travel expenses reimbursed by the Chapter as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)).
- B. Vice-President
- i. The Vice-President shall conduct all Board meetings in the absence of the President.
  - ii. The Vice-President shall be the liaison to all clubs, and shall hold a "Meeting of the Presidents" in the fall quarter and prior to Picnic Day.
  - iii. The Vice-President shall be responsible for soliciting yearly budget requests for SCAVMA funding from clubs one week prior to the Annual Budget Meeting.
  - iv. The Vice-President shall coordinate the allocation of money from the "SCAVMA Professional Development Fund", including: answering inquiries, soliciting and receiving applications, and leading Board discussion on approval of applications.
  - v. The Vice-President shall be responsible for having a full working knowledge of the SCAVMA Constitution and its By-laws. The Vice-President shall keep the Board advised of any deviations from the current Constitution and By-laws, and make any suggestions for necessary amendments. The Vice-President shall provide copies of the Constitution to all newly elected Board members at their first meeting attended.
  - vi. The Vice-President shall be entitled to have his/her expenses for travel, conference registration and hotel accommodations at the annual SAVMA Symposium or AVMA Convention reimbursed by the Chapter, as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)). Expense receipts must be submitted to the SCAVMA Treasurer within thirty (30) days of returning from travel.
  - vii. The Vice-President shall maintain a file of information and suggestions for the future SCAVMA Vice-President.
- C. Treasurer
- i. The Treasurer, with the President, shall be responsible for the direction of all Chapter finances.
  - ii. The Treasurer shall direct discussion on all financial-related issues at the Annual Budget Meeting, which shall be held before October 31st of each year. Along with a majority vote of the Board, the Treasurer shall develop a budget for the fiscal year.
  - iii. The Treasurer shall keep careful account of all Chapter collections and disbursements, and maintain the Chapters cash resources at a repository selected by the Executive Board.
  - iv. At the completion of his/her term of office, the Treasurer shall balance the SCAVMA accounts and submit all records by July 31st to the current accounting personnel to allow for the computation of fiscal-year-end financial statements and income tax returns. At the completion of the fiscal year, the Treasurer shall update all signature cards on file with the names and signatures of the President-elect and Treasurer-elect for the next fiscal year.
  - v. The Treasurer shall provide a formal financial report and any information relevant to SCAVMA's financial status at one Board meeting per quarter.
  - vi. The Treasurer shall be entitled to have his/her expenses for travel, conference registration and hotel accommodations at the annual SAVMA Symposium or AVMA Convention reimbursed by the Chapter, as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)). Expense receipts must be submitted to the SCAVMA Treasurer within thirty (30) days of returning from travel.
  - vii. The Treasurer shall maintain a file of information and suggestions for the future SCAVMA Treasurer.
- D. Secretary

- i. The Secretary shall schedule each Executive Board meeting, and make personal contacts, room reservations and other arrangements as needed. The Secretary shall publicize Board meetings via the Stethoscope, class email accounts, notices posted on each of SCAVMA's bulletin boards, and in the three primary veterinary classrooms.
- ii. The Secretary shall attend all Board meetings, take roll call and determine whether a quorum has been met, and take complete minutes of the proceedings. The Secretary shall distribute full unapproved minutes to all Board members within one week. The Secretary shall make any amendments or corrections as noted at the beginning of the following meeting.
- iii. The Secretary shall maintain SCAVMA bulletin boards in Surge III and the VMTH with current minutes, committee reports, Board and committee member lists, announcements to SCAVMA-oriented events, and guest lectures. Reminders should be sent out no less than once a quarter to notify students of changes to the SCAVMA Bulletin boards.
- iv. The Secretary shall require annual event organizers to provide a full report of their responsibilities associated with an event to keep the files current (e.g. Picnic Day float, Pharmacy Night, Graduation Reception).
- v. The Secretary shall keep records (such as a table or chart) of action items assigned to each board member, with their anticipated completion dates.
- vi. The Secretary shall compile a list of student contact information for publication on the Veterinary School Directory. Student contact information shall include any combination of home address, phone number and email contact, as the SCAVMA Board deems appropriate. Individual student participation in the Student Directory is voluntary and information contained therein shall be made available only to veterinary students at UC Davis and affiliated staff. This directory shall be made available to the student body no later than the start of winter quarter of the year to which it pertains.
- vii. The Secretary shall administer the Executive Board elections as described in Article VIII, Section 3.3(A).
- viii. The Secretary shall be entitled to have his/her expenses for travel, conference registration and hotel accommodations at the annual SAVMA Symposium or AVMA Convention reimbursed by the Chapter, as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)). Expense receipts must be submitted to the SCAVMA Treasurer within thirty (30) days of returning from travel.
- ix. The Secretary shall maintain a file of information and suggestions for the future SCAVMA Secretary.

#### E. President-Elect

- i. The President-Elect will be elected as a two year term; to serve as President-Elect for one year and then as President the following year. The purpose of the President-Elect is to shadow the current President in order to understand the duties and responsibilities of their future position and to work with him/her on all presidential duties.
- ii. The President-Elect shall be sworn in at the last SCAVMA meeting of the academic year by the new President (Article VIII, Section 3.4 (A)).
- iii. The President-Elect will assume the duties of SCAVMA President at the last SCAVMA meeting of the academic year (May), following the year of serving as President-Elect.
- iv. The President-Elect shall be entitled to have his/her expenses for travel, conference registration and hotel accommodations at the annual SAVMA Symposium and AVMA convention reimbursed by the chapter, as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)). Expense receipts must be submitted to the SCAVMA Treasurer within thirty (30) days of returning from travel.

#### F. National SAVMA Representatives

- i. The National SAVMA Representatives shall serve as the Chapter's representatives to the National SAVMA organization and shall accurately reflect the opinions of the majority of the U.C. Davis Chapter.
- ii. The National SAVMA Representatives shall begin their tenure by attending the National SAVMA Symposium. They shall also attend the annual AVMA Convention. The Chapter will reimburse the National SAVMA Representatives for their expenses incurred for travel, conference

registration and hotel accommodations starting with their first AVMA Convention. Expense receipts must be submitted to the SCAVMA Treasurer within thirty (30) days of returning from travel.

- iii. The National SAVMA Representatives shall make a formal report of the proceedings of these conventions at the following Board meeting. Within two weeks of receiving the post-convention report, the National SAVMA Representatives shall publish a newsletter either posted to the SCAVMA web page or SCAVMA Bulletin Boards addressed to all SCAVMA members regarding the convention, national SAVMA issues and programs. The National SAVMA Representatives shall maintain a file of information dispensed during these conventions and publicize its availability.
- iv. The National SAVMA Representatives shall notify all SCAVMA members when the SAVMA *Intervet* magazine has been posted to the AVMA web page. The National SAVMA Representatives shall encourage all SCAVMA members to attend the Annual SAVMA Symposium, and initiate no fewer than one fund-raising activity per quarter to assist students in their travel costs above any costs reimbursed via the SCAVMA Professional Development Fund.
- v. The National SAVMA Representatives shall supply the Executive Secretary of the AVMA with a complete membership roster and other information as requested. The National SAVMA Representatives shall issue membership cards to "members in good standing."
- vi. The National SAVMA Representatives shall coordinate veterinary students' subscriptions to the Journal of the AVMA (JAVMA) and the American Journal of Veterinary Research (AJVR), in conjunction with class representatives.
- vii. The National SAVMA Representatives shall maintain a file of information and suggestions for the future National SAVMA Representatives.
- viii. The Junior Delegate shall attend the AVMA Veterinary Leadership Experience hosted by Washington State University in May/June of the year of their election and shall have their travel expenses reimbursed by the Chapter as allocated in the Annual Budget Meeting in the fall (Article VIII, Section 2.1(B)).

#### G. Legislative Liaison

- i. The Legislative Liaison shall serve as the Chapter's representative to appropriate legislative bodies and establish and maintain communication between students and said legislative bodies regarding legislative issues affecting Students of Veterinary Medicine.
- ii. The Legislative Liaison shall form committee of two (2) voting members from each of the first three years' classes. The Senior Class may have two (2) representatives on the committee, but they shall not be voting members in the interest of reaching quorum.
- iii. The Legislative Liaison shall work directly with the Dean of Public Programs in legislative matters pertaining to UCD School of Veterinary Medicine; including, but not limited to, the organization of Legislative Open House and Student Legislative Day.
- iv. The Legislative Liaison shall maintain a position on the CVMA Legislative Affairs Committee upon the acceptance by the CVMA President and CVMA Student Representative of SCAVMA's recommendation.
- v. The Legislative Liaison shall maintain communication with CVMA lobbyist(s) and assist when needed.
- vi. The Legislative Liaison shall represent the UCD School of Veterinary Medicine SCAVMA at appropriate state or national conventions and meetings.
- vii. The Legislative Liaison shall present to SAVMA innovative legislative programs for awards.
- viii. The Legislative Liaison shall update the Executive Board concerning relevant legislative issues.
- ix. The Legislative Liaison shall conduct, at minimum a semi-annual update to students of the UCD School of Veterinary Medicine concerning relevant legislative issues.
- x. Any expenses incurred in conducting official school business shall be reimbursed by SCAVMA as approved by the Executive Board.
- xi. The Legislative Liaison shall maintain a file of information and suggestions for future SCAVMA Legislative Liaisons.

#### H. CVMA Representative

- i. The CVMA Representative shall represent the interests of all UCD veterinary students at the CVMA Board of Governor Meetings, which meets every other month, and the House of Delegate Meetings, which meets every six months.
  - ii. The CVMA Representative shall make a report of CVMA activities at the following SCAVMA Executive Board meeting, and communicate all pertinent information to the general student body as required.
  - iii. The CVMA Representative shall coordinate and assign student representatives to the various CVMA committees.
  - iv. The CVMA Representatives shall welcome the entering class during Freshmen Orientation, and introduce them to the role of CVMA in their education.
  - v. The CVMA Representative shall assist in arrangements for and advertising of CVMA events held on-campus such as the bandaging wet-lab.
  - vi. The CVMA Representative shall coordinate the CVMA information booth at the California State Fair.
  - vii. The CVMA Representative shall serve on the CVMA Membership Committee and welcome new graduates each summer advising them of their CVMA benefits as “New Graduate Members”.
  - viii. The CVMA Representative shall maintain a file of information and suggestions for the future CVMA Representative.
- I. Centaur Managing Editor
- i. The Centaur Managing editor shall coordinate production, selling, and disbursement of the annual centaur yearbook. S/he shall be the direct supervisors of the yearbook committee, made up of the freshman, sophomore, and junior class historians, and may coordinate and delegate responsibilities related to publication of the yearbook.
  - ii. The Centaur Managing editor shall be voting member of the Executive Board. The editor shall attend SCAVMA board meetings, place Centaur business on the agenda, and voice the needs and progress of the yearbook committee.
  - iii. The previous year’s Centaur Managing Editor shall present a final financial report to the SCAVMA board by the last SCAVMA meeting of the first quarter in order to settle accounts.
- J. Class Representatives
- i. There shall be two Class Representatives elected per class and one graduate professional student representative, as specified in Article VIII, Section 3.3(B).
  - ii. Before each Executive Board meeting, the Class Representatives shall solicit the views of the SCAVMA members of their class on salient issues which will be discussed.
  - iii. The Class Representatives shall attend all Board meetings and express the views of the SCAVMA members of their class.
  - iv. The Class Representatives shall verbally inform their class of all important issues discussed at the Board meeting on the following academic day.
  - v. The Class Representatives shall take orders for JAVMA and AJVR subscriptions, and collect subscription dues. They shall forward this material to the National SAVMA Representatives.
  - vi. The Class Representatives shall maintain a file of information and suggestions for the future Class Representatives.
  - vii. The graduate professional degree representative shall represent all students participating in a program continuous with the DVM curriculum in which they leave their traditional class before completion of their DVM. These students include but are not limited to VSTP, YEAR, and MPVM students. All such students who are SCAVMA members will be eligible for this position and will be eligible for participation in the vote.
  - viii. Specific Duties for Each Class’ Representatives
    - 1. The Freshman Class Representatives shall be responsible for the construction of the veterinary school’s float entered into the Picnic Day Parade. The Freshmen Class Representatives shall maintain the SCAVMA storage room with appropriate paints and supplies for club use at SCAVMA’s expense.
    - 2. The Sophomore Class Representatives shall be responsible for coordinating and hosting Pharmaceutical Night in winter quarter. In addition, Sophomore Class Representatives act as Corporate Liaisons throughout the academic year. This shall include obtaining and

holding information about the identity of Corporate Student Program Coordinators and Student Representatives. During the first three weeks of the fall quarter, the Sophomore Class Representatives shall send notice to all Clubs and Class Presidents that the Sophomore Class Representatives hold this information and will be made available to them upon request.

3. The Junior Class Representatives shall, in association with the Junior Class, coordinate their senior gift to the School of Veterinary Medicine during their junior year.
4. The Senior Class Representatives shall, in association with the Senior Class, coordinate and delegate responsibilities to host the Annual Senior Smoker in the spring quarter.

K. Class Presidents

- i. Each Class President shall report to the SCAVMA Executive Board any class business, issues or concerns.
- ii. Each Class President shall keep the Executive Board up-to-date with activities planned by their class.
- iii. Each Class President shall take an active role in the “Meeting of the Presidents” to keep abreast of issues concerning other classes and clubs.
- iv. Each class president(s) shall be responsible for disseminating information to the remaining class officers regarding class fundraising and school related activities.
  1. The Freshman Class Officers, in conjunctions with the class members, host the annual Turkey Roast fall of their entering year and coordinate the Big Sib/ Little Sib Picnic the fall after their entering year for the incoming freshman class.
  2. The Sophomore Class Officers, in conjunction with the class members, organize rubber boot sales to the incoming freshman class and coordinate the Picnic Day Doxie Derby for the spring quarter.
  3. The Junior Class Officers, in conjunction with the class members, organize scrub and coverall sales to the incoming freshman and coordinate.
- v. In the event that there is more than one Class President, they collectively have one vote on the SCAVMA Board.
- vi. Each Class President shall maintain a file of information and suggestions for the future Class President of the class behind them.

L. Faculty Advisors

- i. The Faculty Advisors shall be non-voting members of the Executive Board.
- ii. The Faculty Advisors shall attend SCAVMA Board meetings and voice the general viewpoint of the veterinary school faculty, as well as provide a historical perspective.

M. Waggle Newsletter Editor(s)

- i. The Waggle Newsletter Editor(s) shall coordinate and oversee the production and disbursement of the monthly SCAVMA Waggle Newsletter.
- ii. The Waggle Newsletter Editor(s) shall attend all SCAVMA Board meetings and report on the current status of the newsletter and discuss future content with the executive board.
- iii. The Waggle Newsletter Editor(s) shall coordinate efforts with the Dean’s Office to include information on upcoming events as well as the letter from the Dean’s Desk in the newsletter.
- iv. In the event that there are more than one Waggle newsletter Editor, they collectively have one vote on the SCAVMA board.

### Section 3.5- Training of Board Members

- A. All board members shall assume the responsibility for training their successor in all aspects of their position during the spring quarter, in which the board members-elect are in attendance of all meetings.
- B. All board members shall pass down their file of information and suggestions before the end of their tenure on June 30th, such that each newly elected board member has been fully trained to conduct SCAVMA business over the summer.

### **Section 3.6- Removal of Board Members**

- A. If upon sufficient evidence presented to the Executive Board, a board member is thought to be in breach of his/her responsibilities, a special meeting shall be called within two weeks to determine if there is just cause for removal from office. Such removal from office shall require a two-thirds majority vote of the full Executive Board (as defined in Article IV).
- B. Any unexpected vacancy shall be filled by soliciting interested candidates, to be elected by a majority vote of the full Executive Board.

### **Section 4 – Amendments to By-laws**

- 1. The By-laws shall be amended by a two-thirds majority vote of the full Executive Board, as defined in Article IV.
- 2. Proposals for amendments to the By-laws must be submitted in writing for discussion by the Executive Board.
- 3. Any amendment voted on by the Executive Board must first be approved by the AVMA before ratification.

### **Section 5 – Committees**

#### **Section 5.1 – Committee Qualifications**

- A. The SCAVMA Board forms a committee to establish and facilitate an idea put forth and approved by its members.
  - i. An interim leader is chosen, and shall take nominations or volunteers to make up the additional members of the committee.
  - ii. The committee must consist of at least one SCAVMA board member. In addition, the SCAVMA board member on the committee must actively solicit committee members from non-board SCAVMA members (either as a volunteer or an accepted nominee).
  - iii. Once formed, the committee shall choose a permanent leader who is responsible for organizing meetings and maintaining communication between committee members.
  - iv. One board member who is on the committee must be designated to report back to the monthly board meetings.