

CONSTITUTION AND BYLAWS

STUDENT CHAPTER OF THE AMERICAN VETERINARY SOCIETY OF ANIMAL BEHAVIOR

CONSTITUTION

Article 1: Name

The name of this organization shall be the Student Chapter of the American Veterinary Society of Animal Behavior. (SCAVSAB)

Article 2: Objectives

The objectives of this organization shall be:

- 1) To promote the importance of animal behavior in veterinary medicine.
- 2) To provide veterinary students with educational opportunities in relation to animal behavior, by encouraging guest speakers for Chapter Meetings.
- 3) To create and maintain an affiliation between Student Chapter members and members of the American Veterinary Society of Animal Behavior (AVSAB).
- 4) To enhance leadership characteristics in its members through organization as a Student Chapter.
- 5) To encourage camaraderie among veterinary students with an interest in animal behavior.
- 6) To act as a communication link between practicing animal behaviorists and veterinary students via the AVSAB newsletter.
- 7) To assist students in participating in externships with practicing veterinarians with a professional interest in Behavior. Students and practitioners are advised to communicate via the AVSAB newsletter.
- 8) To allow mention of SCAVSAB membership on curriculum vitae to demonstrate interest in behavior to prospective veterinary employers.

Article 3: Membership

- 1) To be a voting member in good standing, the following standards must be met:
 - a) A member must be a full or part time veterinary student currently enrolled at an accredited veterinary school.
 - b) Members must be current on their dues.
 - c) Members must attend at least one SCAVSAB meeting per year.
- 2) Membership shall not be restricted on the basis of sex, race, religion, sexual orientation, or physical disability.
- 3) A Student Chapter must consist of at least 5 veterinary students, including at least one student representing *three of the four classes*
- 4) The Membership fee for an entire Student Chapter will be equal to the cost of a graduate DVM membership. The AVSAB will send one newsletter to the school, and it will be up to the Chapter on how to distribute this information. A student may not join outside Chapter Membership, unless there is no chapter at that school.
- 5) The Student Chapter membership fee for each student may be set by the individual chapter, but should be at least sufficient to cover the Student Chapter Membership to the AVSAB.
- 6) Members of SCAVSAB will have complimentary admission to the AVSAB general meeting and paper session held in conjunction with the AVMA meeting.
- 7) Each Student Chapter must be financially self sufficient. No financial support is available from the AVSAB.
- 8) Each Student Chapter is strongly recommended (but not required) to contribute at least one story per year to the newsletter about Chapter activities. One goal is to share ideas with other Student Chapters on how to encourage and develop the study of animal behavior in the veterinary school setting.

Article 4: Amendments

- 1) Proposed Chapter Constitution or Bylaw amendments shall be presented in writing to the AVSAB President.
- 2) Passage of an amendment requires a majority vote of the members of AVSAB executive board.

Article 5: Relations with the American Veterinary Society of Animal Behavior

- 1) The Chapter shall operate under an official charter granted by the American Veterinary Society of Animal Behavior, and in accordance with this Constitution and By Laws.
- 2) The first step to starting a SCAVSAB it to send a letter of intent to the AVSAB Secretary requesting a copy of the Constitution and Bylaws.
- 3) Within one year of submitting the letter of intent, each Student Chapter must vote on and approve the SCAVSAB Constitution and Bylaws for their Student Chapter. If this is not completed, a new letter of intent must be submitted to the AVSAB Secretary.
- 4) The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
- 5) Each Student Chapter must have an advisor who is an active member of the AVSAB.

BYLAWS

Article 1: Officers and Executive Board

- 1) The term of office for all officers shall be one year.
- 2) There is no limit on the number of times a person may hold an office. Each office must be held by a different person, except that the same person may hold the office of both Secretary and Treasurer, as long as the membership so votes.
- 3) The Executive Board of the Chapter shall consist of the President, President-Elect, Secretary, Treasurer, and one Faculty Advisor.

Article 2: The President

- 1) The President shall be the chief executive officer of the Chapter.
- 2) Duties:
 - a) The President (when present) shall preside at all meetings of the Chapter.
 - b) The President shall be an ex-officio member of all committees.
 - c) The President may appoint members to any committee. Each person on a committee must be a member of the Chapter; however Committee members may consult with non SCAVSAB members when necessary. (e.g. consultant on fund raising.)
 - d) The President shall review the objectives of the student Chapter at the first meeting of each new year.

Article 3: The President Elect

- 1) Duties:
 - a) The President Elect shall act as chairperson of the programming committee and shall be responsible for scheduling speakers, programs and facilities for Chapter meetings and other club activities.
 - b) The President Elect shall preside at Chapter meetings in the absence of the President and shall take over the responsibilities of the President should he or she be unable to complete his or her term of office.
 - c) The President Elect shall become the President the following year unless:
 - i) He/she is unable to take over the position.
 - ii) The Chapter selects another President by a majority vote.

Article 4: The Secretary

- 1) Duties:
 - a) The secretary shall determine the number of members in attendance and record the minutes of the chapter meetings.
 - b) The secretary shall post the minutes of each chapter meeting within one week following the meeting.

- c) The secretary shall be responsible for maintaining a permanent file of the Chapter's Business.

Article 5: The Treasurer

1) Duties:

- a) The Treasurer shall be the sole custodian of the financial resources of the Chapter. He or she shall keep a detailed account of these funds and make such disbursements as the Chapter may direct. A separate checking account should be in effect for Student Chapter business.
- b) The Treasurer and the President shall be the sole purchasing agents of the Chapter.
- c) The Treasurer shall be responsible for collecting dues and other funds, issuing receipts, and keeping an active roster.
- d) The Treasurer shall file a written report at the end of the term detailing the past year's transactions. A copy of this annual finance report shall be forwarded to the AVSAB Secretary.

- 2) The SCAVSAB Secretary and Treasurer may be the same person if voted so by the Chapter.

Article 6: Class Representatives

- 1) The Chapter will elect four class representatives, one from each class present at the veterinary school. It is suggested that these representatives be the SCAVMA representative, the class president or appointee, or a volunteer from each class.

2) Duties:

- a) The class representative shall act as a liaison between their class and the Chapter. (e.g. making announcements in class about Chapter activities and presentations.)
- b) The class representative shall distribute written information as needed, to members of their class or their mailboxes.

- 3) Requirements: It is recommended, but not required that the Class Representatives be members of the Student Chapter.

Article 7: AVSAB Advisors

- 1) One advisor shall be selected by the Student Chapter **who is a veterinarian and a member or willing to become a member of AVSAB**. This individual shall have regular contact with the Student Chapter. Regular contact shall be interpreted to mean physically **attending chapter meetings or function a minimum of 4 separate times per school year**
- 2) The advisor(s) shall serve as an advisor to the Chapter and as a liaison between the Chapter and the AVSAB, faculty, and practitioners offering behavioral externships. These externships will be coordinated through the AVSAB newsletter.
- 3) An advisor's term of office shall be one year and may be renewed by the Chapter.
- 4) The advisor shall approve any speaker or topic offered by the Student Chapter of the AVSAB.

Article 8: Elections

- 1) All officers shall be elected in accordance with customary parliamentary procedures.
- 2) A majority vote of the quorum shall be required for the election to be valid.
- 3) Fifty percent of membership shall be considered a quorum for the election of officers or the recommendation to the AVSAB of amendments to the constitution. If a quorum is not present at an election meeting, written ballots shall be distributed to the membership for collection and tabulation by the officers.
- 4) Twenty-five percent of the membership of the Chapter shall be considered a quorum for the transaction of business or the election of class representatives or advisors.
- 5) All officers shall be elected by written or oral ballot and shall assume the responsibilities of their position at the next general meeting.
- 6) The first year class representative shall be appointed by the freshman class president or nominated and elected at the next meeting and shall assume the responsibilities of office immediately.
- 7) Officer nominations shall be made at the meeting prior to the meeting at which elections are to take place.
- 8) Only Chapter members in good standing shall have voting privileges.

Article 9: General Meetings

- 1) Meetings shall occur as determined by the President and President-Elect.
- 2) Special meetings may be called at any time by the President and shall be announced at least 48 hours in advance.
- 3) A majority vote of those present or who have submitted written ballots shall be required to pass a motion.

Article 10: Order of Business

- 1) Suggested order of business:
 - a) Call to order.
 - b) Announcements.
 - c) Record number in attendance.
 - d) Reading of the minutes by Chapter Secretary.
 - e) Treasurer's report.
 - f) Committee reports.
 - g) Unfinished business.
 - h) New business.
 - i) Nominations or elections of officers or sub-committees.
 - j) Appointments.
 - k) Program.
 - l) Adjournment.
- 2) The President, with approval of the members present, may modify the order of business.
- 3) In any matter where the Constitution and By-Laws do not provide instruction, the Chapter shall employ "Robert's Rules of Order" as a guide. The President, faculty advisor or another appointed member will serve as parliamentarian in cases of dispute.

Article 11: Committees

- 1) The President shall appoint the chairperson of any committees deemed necessary by the Chapter and shall be responsible for filling vacancies as they may occur.
- 2) Committee members shall be volunteers.
- 3) Program committee
 - a) The President-Elect shall serve as chairperson of the program committee.
 - b) The program committee shall consist of the President-Elect and volunteers.
 - c) Members of the program committee shall be responsible for planning programs and other activities determined by the membership.

- 4) Other committees may be formed as deemed necessary by the President or Chapter membership.