Michigan State University SAVMA Chapter Constitution and Bylaws

Adopted the 24th day of May, 1984 by the Michigan State University Student
Revised and approved February 2005. Revised and approved November 2010. Revised and approved November
2014. Revised and approved October 2016. Revised and approved March 2018

Preamble

The purpose of the Chapter of the Student American Veterinary Medical Association (Chapter) shall be to acquaint
the student with the functions of SAVMA and the American Veterinary Medical Association (AVMA), to encourage
friendship between the student body and faculty, to broaden the students’ perspective of the veterinary profession
and other fields of interest, and to stimulate the development of professional attitudes. Members shall be
couraged to become active citizens in the chapter, community, and nation.

Constitution

Article I - Name

The name of this organization shall be the Michigan State University Chapter of the Student American Veterinary
Medical Association; hereafter referred to as the Chapter.

Article II - Objectives

The objectives of the Chapter shall be:
1. To promote camaraderie among students and faculty at the MSU College of Veterinary Medicine.
2. To provide an additional opportunity for the members to gain professional knowledge.
3. To demonstrate the virtues of organized effort.
4. To build character through the commendation of all worthy deeds of its members.
5. To protect the professional and personal interests of duly qualified veterinarians.
6. To make available to the students the opportunities offered by the AVMA and SAVMA to its Chapters.
7. To promote veterinary medicine as a career and to attempt to enlighten the public of the many facets of
veterinary medicine.

Article III - Membership

Section 1
Regularly enrolled Michigan State University veterinary students in the College of Veterinary Medicine may
become voting members of the Chapter by payment of dues and assessments as established by the Chapter’s
Executive Board.

Section 2
Members of the faculty and others as the Chapter may see fit to elect shall be designated as Honorary Members.

Section 3
A “member in good standing” is defined as one that has turned in all required points from the previous academic
year and has paid dues for the current academic year. First year students will be considered members in good
standing if their dues are paid in full and they meet point requirements by the end of the academic year. Dues and
point requirements are outlined in the bylaws of the Chapter. All members must be considered a “member in good
standing” to receive member benefits of the Chapter. Membership requirements and subsequent benefits are
outlined in the bylaws.
Section 4
Students of the Michigan State University Veterinary Technician program may attend Chapter meetings provided that they pay the cost of their food, however, these students will not be recognized as members of the Chapter.

Section 5
Visiting veterinary students (such as those attending clinics from Ross University College of Veterinary Medicine) shall be recognized by the MSU Chapter as members in good standing provided that they are members in good standing at their own university’s student organization.

Article IV - Executive Board

There shall be an executive governing body of the Chapter known as the executive board. The number of members on the Board, their term of office, the methods of selection and filling of vacancies shall be provided in the Bylaws.

Article V - Officers

The officers of the Chapter shall consist of a president, president-elect, secretary, treasurer, treasurer-elect, SAVMA senior delegate, SAVMA junior delegate, senior merchandise chair, junior merchandise chair, senior community outreach chair, junior community outreach chair, senior membership chair, junior membership chair, speaker chair, wellness chair, activities chair, wellness and activities committee members, fundraising chair, fundraising committee members, and online marketing and communications chair. The eligibility of these officers, their elections, duties and tenure shall be provided for in the Bylaws.

Article VI - Amendments

Section 1
The Constitution shall be amended only at a regular meeting and only by a majority vote of the members of the Chapter in attendance.

Section 2
Proposed amendments and Bylaws shall be presented by the Chapter for approval by the executive board at least one month (30 days) before final action is to be taken.

Section 3
The Chapter president shall advise SAVMA and the AVMA Executive Vice-President or his/her designee (typically the SAVMA National Advisor) of any amendment(s) to the Constitution or changes in the Bylaws. Such alterations must be approved by SAVMA and the American Veterinary Medical Association before they are effective.

Article VII - Relations with the Student American Veterinary Medical Association

Section 1
The Chapter shall operate under an official charter granted by the Student American Veterinary Medical Association pursuant to a Charter Agreement.

Section 2
The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution or the Charter Agreement.
MSU SAVMA Chapter Bylaws

Article I - Officers

Section 1. Eligibility
A. A candidate for any Chapter office must be a member in good standing. A member in good standing shall be defined as a Michigan State University College of Veterinary Medicine student whose paid dues schedule is current and participation point requirements are fulfilled. In those instances in which an ineligible member is nominated for office, it is expected that he or she will decline such nomination on his or her own cognizance.

B. The office of the president shall be automatically awarded to the president-elect of the outgoing executive board. Should the president-elect be unable or unwilling to assume the presidency, a candidate for the office of president shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment and shall have served as a member of the executive board.

C. A candidate for the office of president-elect shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

D. A candidate for the office of secretary shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

E. The office of the treasurer shall be automatically awarded to the treasurer-elect of the outgoing executive board. Should the treasurer-elect be unable or unwilling to assume the position, a candidate for the office of treasurer shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment and shall have served as a member of the executive board.

F. A candidate for the office of treasurer-elect shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

G. The office of the SAVMA senior delegate shall be automatically awarded to the SAVMA junior delegate of the outgoing executive board. Should the SAVMA junior delegate be unable or unwilling to assume the position, a candidate for the office of SAVMA senior delegate shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment and shall have served as a member of the executive board.

H. A candidate for the office of SAVMA junior delegate shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

I. The office of the senior merchandise chair shall be automatically awarded to the junior merchandise chair of the outgoing executive board. Should the junior merchandise chair be unable or unwilling to assume the position, a candidate for the office of senior merchandise chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

J. A candidate for the office of junior merchandise chair shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

K. The office of the senior community outreach chair shall be automatically awarded to the junior community outreach chair of the outgoing executive board. Should the junior community outreach chair be unable or unwilling to assume the position, a candidate for the office of senior community outreach chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

L. A candidate for the office of junior community outreach chair shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

M. The office of the senior membership chair shall be automatically awarded to the junior membership chair of the outgoing executive board. Should the junior membership chair be unable or unwilling to assume the position, a
candidate for the office of senior membership chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

N. A candidate for the office of junior membership chair shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

O. A candidate for the office of speaker chair shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

P. The office of wellness chair shall be selected by the general board amongst nominated committee members of the wellness and activities committee of the outgoing executive board. Should all of the committee members of the wellness and activities committee be unable or unwilling to assume the position, a candidate for the office of wellness chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

Q. The office of activities chair shall be selected by the general board amongst nominated committee members of the wellness and activities committee of the outgoing executive board. Should all of the committee members of the wellness and activities committee be unable or unwilling to assume the position, a candidate for the office of activities chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

R. A candidate for the office of wellness and activities committee member shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

S. The office of fundraising chair shall be selected by the general board amongst nominated committee members of the fundraising committee of the outgoing executive board. Should all of the committee members of the fundraising committee be unable or unwilling to assume the position, a candidate for the office of fundraising chair shall be a veterinary student who has completed the first year of the professional curriculum at the time of installment.

T. A candidate for the office of fundraising committee member shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

U. A candidate for the office of online communications & marketing chair shall be any veterinary student who has completed the first semester of the professional curriculum at the time of installment.

Section 2. Elections
A. All officers shall be elected by an anonymous electronic or paper ballot by the veterinary student body.

B. A majority of the votes cast shall be required for election to any office. If no candidate achieves a majority on the first ballot, a run-off election will be held between the two candidates who received the most votes on the first ballot.

C. The president-elect shall plan and supervise the voting with the assistance of the entire executive board.

D. The election of all open positions of the executive board shall be held once yearly; at least two weeks prior to finals week of fall semester.

E. Only members in good standing will be privileged to vote.

Section 3. Duties
A. Executive board members are expected to assist other members of the executive board when needed and to attend the majority of Chapter events, including executive board and general membership meetings.

B. Executive board members are expected to maintain and pass along a Standard Operating Procedure (SOP) explaining their position to the succeeding officer.
C. President
1. The president shall be the chief executive officer of the Chapter.
2. The president shall preside at all meetings of the Chapter and of the executive board.
3. The president, with approval of the executive board, shall appoint all regular and special committees and shall promptly fill vacancies in the membership of committees created by any cause.
4. The president shall serve as a member of the executive board and shall be considered an ex-officio member of all committees with full power to supervise and direct their work.
5. The president shall vote only in the case of a tie.
6. The president shall review the financial records of the Chapter with the treasurer, treasurer-elect, president-elect, and faculty advisors, a minimum of once each academic year.
7. The president shall attend the Board meetings for the Michigan Veterinary Medical Association (MVMA) held every three months. In the event that the president is unable to attend, the president-elect shall attend in his/her place.
8. The president shall review the functions of the office of the president with the succeeding officer.
9. The president shall attend the SAVMA Symposium in the spring of their term.
10. The president shall attend the AVMA Convention in the summer of their term.

D. President- Elect
1. The president-elect shall attend all meetings of the Chapter and preside at these meetings in the absence of the president.
2. The president-elect shall attend all executive board meetings of the Chapter and preside at these meetings in the absence of the president.
3. The president-elect shall become familiar with agendas of all executive board meetings of the Chapter, through communication with the president.
4. The president-elect shall aid and assist the other officers of the Chapter as appropriate.
5. The president-elect shall make a concerted effort to attend all functions and meetings of the Chapter.
6. The president-elect shall become familiar with the duties of the presidency and policies of the Chapter
7. The president-elect shall ensure the constitution reflects the policies and activities of the Chapter and submit revisions as necessary.
8. The president-elect shall plan and oversee the following year’s Chapter elections.
9. The president-elect shall review the functions of the office of the president-elect with the succeeding officer.
10. The president-elect shall oversee the selection of Chapter award recipients.
11. The president-elect shall attend the AVMA Faculty and Student Leadership Conference in the fall of their term.
12. The president-elect shall attend SAVMA Symposium in the spring of their term.
13. The president-elect shall attend the AVMA Convention in the summer of their term.

E. Secretary
1. The secretary shall attend all Chapter meetings, record and read minutes and report correspondence.
2. The secretary shall attend all meetings of the executive board and record minutes.
3. In event of secretary’s absence, another executive board member will take minutes as directed by the president.
4. The secretary shall distribute copies of the minutes to the following: one copy to each executive board member and one copy available to the Chapter membership.
5. The secretary shall send letters and reports as requested by the president.
6. The secretary shall file minutes, correspondence, etc. in their proper place at end of tenure of office.
7. The secretary shall maintain and update the bulletin board of the student chapter.
8. The secretary shall review the functions of the office of secretary with the succeeding officer.
9. The secretary shall complete the paperwork for Registered Student Organizations and submit it to the Office of Student Life by the deadline.

F. Treasurer
1. The treasurer shall plan the budget for the term following his or her tenure in close association with the executive board.
2. The treasurer shall receive and hold all monies of the Chapter.
3. The treasurer shall be the sole custodian of the monetary resources of the Chapter.
4. The treasurer shall keep a careful account of the same and make such disbursements as the Chapter may direct. These accounts shall be available on demand to members of the executive board.
5. The treasurer shall review the financial records of the Chapter with the president, president-elect, treasurer-elect, and faculty advisor(s), a minimum of once each academic year.
6. The treasurer shall be responsible for the transaction of funds with the Student American Veterinary Medical Association (SAVMA).
7. The executive board shall select the repository of the Chapter’s cash resources.
8. The treasurer shall present a current financial statement in conjunction with the proposed budget for the coming year at each meeting of the executive board.
9. The treasurer shall file the Chapter’s appropriate tax documents and payments by required deadlines when applicable.
10. The treasurer shall renew the campus account every year before the deadline.
11. At the completion of the current one-year tenure, the treasurer shall balance the accounts and turn the records over to a committee or agency selected by the executive board for audit.
12. The treasurer shall review the functions of the office of treasurer with the succeeding officer.
13. The treasurer shall have the second copy of the key to the Chapter lock box.

G. Treasurer-Elect
   1. The treasurer-elect shall become familiar with duties of the treasury over the course of their term.
   2. The treasurer-elect shall review financial records of the Chapter with the treasurer, president, president-elect and faculty advisor(s), a minimum of once each academic year.
   3. The treasurer-elect shall help plan the budget for the term following his or her tenure in close association with the executive board.
   4. The treasurer-elect shall review the functions of the office of treasurer-elect with the succeeding officer.
   5. The treasurer-elect shall be responsible for facilitating the planning, preparation, and delivery of care packages for each spring finals week.
   6. The treasurer-elect shall provide the Chapter membership with information on available grants.

H. SAVMA Senior Delegate
   1. Refer to Article XI.

I. SAVMA Junior Delegate
   1. Refer to Article XI.

J. Merchandise Chairs
   1. The merchandise chairs shall attend all Chapter meetings and make merchandise sales available upon request of members.
   2. The merchandise chairs shall attend all meetings of the executive board.
   3. The merchandise chairs shall attend all CVM events where merchandise sales are permitted
   4. The merchandise chairs shall select a group of volunteers for sales to receive active points.
   5. The merchandise chairs shall communicate with the treasurer regarding inventory and sales each semester.
   6. The merchandise chairs shall keep track of available inventory and inform the executive board of ordering suggestions.
   7. The merchandise chairs shall be responsible for Chapter merchandise orders and handling the processing and delivery of these orders.
   8. The merchandise chairs shall be sensitive to consumer demand and gather quotes for new items.
   9. The activities chair is responsible for organizing the Chapter closet at a minimum of once a semester.

K. Community Outreach Chairs
   1. It shall be the duty of the community outreach chairs to assist the president in maintaining order at Chapter executive board and general membership meetings.
   2. The community outreach chairs shall be responsible for the distribution and collection of surgery packs to the third year chapter members. It is his or her duty to make sure all packs are accounted for and serviceable.
3. The community outreach chairs shall work closely with the treasurer to maintain accurate records of rental payment and deposit refund.
4. The community outreach chairs, with the approval of the executive board, shall be responsible for the order and distribution of "suture kits" to the second year class.
5. The community outreach chairs are responsible for the Chapter lock box.
6. The community outreach chair shall act as a liaison between the DVM students and the Veterinary Medical Center.
7. The community outreach chair shall organize activities involving the greater community at the level of the Council of Graduate Students, East Lansing, and the Michigan Veterinary Medical Association and serve as a liaison to each of these entities on behalf of the DVM students.
8. The community outreach chairs shall attend at least one meeting per year of the Council of Graduate Students to represent the CVM.
9. The community outreach chairs shall serve as the IVSA representative for MSU.

J. Membership Chairs
1. The membership chairs are responsible for maintaining accurate records of Chapter members, their point status, and s status.
2. The membership chairs shall recruit new members at the beginning of the fall semester.
3. The membership chairs shall oversee annual member registration.
4. The membership chairs shall maintain participation records of activities or meetings that earn a point.
5. The membership chairs shall collect, verify, and record member point submissions.
6. The membership chairs shall maintain a list of the Chapter members.
7. The membership chairs shall maintain a record of members in good standing, as well as paid members not in good standing.
8. The membership chairs shall make membership numbers available to members on request.
9. The membership chairs shall distribute SAVMA membership cards annually.
10. The membership chairs shall maintain and update SAVMA’s Membership Student List.
11. The membership chairs shall keep Chapter points forms stocked on the Chapter bulletin board.
12. The membership chairs shall email the AVMA each spring for AVMA conversion of graduates.

K. Speaker Chair
1. The speaker chair shall arrange for extra-academic lecturers to speak to veterinary students on topics of popular interest relating to the profession of veterinary medicine.
2. The speaker chair shall obtain schedule copies for each of the CVM classes, so that convenient meeting dates can be selected.
3. The speaker chair shall schedule speakers and rooms for Chapter meetings.
4. The speaker chair shall ensure that appropriate notification (fliers, email, etc.) is given to the general membership regarding meeting dates and topics and collect RSVP’s.
5. The speaker chair shall solicit ideas from the Chapter membership with regards to meeting topics and activities.
6. The speaker chair shall send speakers a thank-you letter in a timely manner following their speaking engagement.
7. The speaker chair shall arrange to have refreshments available at membership meetings and other Chapter functions as appropriate.

L. Wellness Chairs
1. The wellness chair shall organize and oversee free events that benefit the whole student body that are generally non-academic in nature.
2. The wellness chair shall reserve rooms for events as needed and provide refreshments as appropriate.
3. The wellness chair shall promote healthy life-styles and self-care throughout the semester by providing resources, events, and training opportunities for students.
4. The wellness chair shall select volunteers to support wellness events throughout the semester and award them two active points for their work.

M. Activities Chair
1. The activities chair shall organize member benefit activities at a minimum of once a semester for student chapter members.
2. The activities chairs shall organize opportunities for Chapter community service and student activities for Chapter points at a minimum of once a semester.
3. The activities chair shall organize and recruit volunteers for the Vet-A-Visit Kids Craft Table and award them active points if the event occurs that year.
4. The activities chair shall organize and oversee the annual vaccine clinic and microchip clinic.
5. The activities chair may select volunteers to support activities throughout the semester and award them two active points for their work.

N. Wellness and Activities Committee Members
1. Wellness and activities committee members shall support wellness and activities chairs in organizing and overseeing a minimum of two events per semester.
2. Wellness and activities committee members will attend all events organized by the committee.
3. Wellness and activities committee members shall remain in good standing per the discretion of the committee chairs to receive two active points during their term in office.

O. Fundraising Chair
1. The fundraising chair shall organize at least one fundraising event per semester.
2. The fundraising chair shall oversee and organize the SAVMA silent auction at the Michigan Veterinary conference.
3. The fundraising chair may work in conjunction with the community outreach chair to organize off-campus fundraising events.
4. The fundraising chair may select volunteers to support fundraising events throughout the semester and award them two active points for their work.

P. Fundraising Committee Members
1. Fundraising committee members shall support fundraising chairs in organizing and overseeing a minimum of two events per semester.
2. Fundraising committee members will attend all events organized by the committee.
3. Fundraising committee members shall remain in good standing per the discretion of the committee chair to receive two active points during their term in office.

Q. Online Marketing and Communications Chair
1. The Online Marketing and Communications Chair shall have access to the official Chapter website and all its files.
2. The Online Marketing and Communications Chair shall make every effort to keep the Chapter website current, informative, and accurate. This requires posting board meeting minutes, announcements about upcoming & complete Chapter events, and updating officer info for both Chapter & CVM clubs.
3. The Online Marketing and Communications Chair shall take photographs and write short summaries for each Chapter event for use on the website and MSU CVM blog.
4. The Online Marketing and Communications Chair shall ensure the electronic form used for Chapter membership application is accurate and in good working order at the start of fall semester.
5. The Online Marketing and Communications Chair may request appropriate submissions from other officers for use on the Chapter website.
6. The Online Marketing and Communications Chair shall be responsible for updating and maintaining and active Facebook and Conector presence, as well as Snapchat and Instagram if applicable.

Section 4. Tenure
A. All officers shall serve in their elected positions for one year, beginning with the day following the last day of fall semester and ending on the last day of the following fall semester. These elected officers have the option to remain on the executive board and serve a second term if agreed upon by said individual and the executive board.

B. In the event that any office, except the presidency, shall not be filled or shall be vacated during the tenure set forth, a new officer may be appointed by the president, with approval of the executive board. In this instance, any Chapter members in good standing shall be eligible to hold the vacant office.
C. If the presidency is vacated or unfilled, the president-elect shall assume that office and the above shall preside over the filling of the vacancy of the office of president-elect.

D. In case of emergency, all officers shall remain in office until a new officer is elected.

E. In the event that an officer cannot fulfill their duties they shall submit a letter of resignation to the executive board.

**Article II - Faculty Advisors**

A. There shall be two faculty advisors to the Chapter.

B. At least one faculty advisor shall be a member of the faculty of the College of Veterinary Medicine.

C. The faculty advisors shall be active or affiliate members in good standing of the American Veterinary Medical Association (AVMA).

D. It is the duty of the faculty advisors to assist the student chapter and its officers in promoting understanding of the veterinary medical profession and its relationship to the general public; to assist the student chapter in its deliberations; and to provide information on the programs and policies of the Association.

E. The faculty advisors shall make a concerted effort to attend all meetings of the executive board and Chapter.

F. The faculty advisor(s) shall be selected by the executive board for a four-year tenure with renewal at the time of the fall election. The Chapters shall provide for continuity by electing one advisor every two years.

G. Advisors may be reelected for any number of successive terms, or may be replaced before completion of their terms by a majority vote of the executive board. When a faculty advisor resigns, or becomes unable to serve, or otherwise leaves office, the executive board shall elect a new advisor to serve the remainder of the unexpired term.

H. The faculty advisor(s) shall review the financial records of the Chapter with the president, president-elect, treasurer and treasurer-elect, a minimum of once each academic year.

I. Additional adjunct advisor(s), representing the veterinary profession may be appointed as desired by the executive board.

**Article III - Executive Board**

Section 1. Composition

A. The president shall be the chairperson of the executive board.

B. The president shall preside at all meetings of the Board. In the absence of the president, the president-elect shall serve as chairman to transact business.

C. The executive board shall consist of the following members: president, president-elect, secretary, treasurer, treasurer-elect, SAVMA senior delegate, SAVMA junior delegate, two merchandise chairs, two community outreach chairs, two membership chairs, speaker chair, wellness chair, activities chair, fundraising chair, and webmaster.

D. Faculty advisor(s), wellness and activities committee members, and fundraising committee members are non-voting members.

Section 2. Function

A. The executive board shall be the administrative body of the Chapter.
B. The executive board shall be charged with the duty of carrying out the provisions of the constitution and administrative bylaws.

C. The executive board shall direct the officers to report their actions to the Chapter.

D. The executive board shall pass judgment on the eligibility of all applicants for membership if deemed necessary, and upon all charges of misconduct filed against the members.

E. The executive board shall decide as to the eligibility of the members for Chapter diplomas.

F. Quorum: two-thirds of the current executive board members shall constitute a quorum for the transaction of business.

G. All outgoing executive board members shall furnish the newly elected offices a summarized report of their respective offices.

Article IV - General Meetings

A. The executive board shall decide as to the time, location and frequency of regular meetings; with a minimum set at 2 per semester.

B. Special meetings may be called at any time by the president with the approval of the executive board. Special meetings shall be well advertised at least 48 hours in advance.

C. Quorum - Twenty five percent of the Chapter’s membership in good standing shall constitute a quorum for the transaction of business.

Article V - Assessments and Budget

A. All assessments necessary to meet expenses shall require a two-thirds affirmative vote of the members of the executive board.

B. The budget for the upcoming year shall be presented to the Executive Board at least one week prior to the annual election of officers, at which election it shall be voted on.

Article VI - Annual Awards presented by the Chapter

Section 1. Awards
A. The Chapter shall recognize an outstanding instructor from each year of the professional curriculum by presenting an “Excellence in Teaching Award” plaque.
   1. Each class (first, second, third and fourth years) shall select a recipient from the professors they had contact with in their respective year.
   2. The award acknowledges the ability to communicate with students and present a well-balanced educational program integrating clinically relevant material.

B. The Chapter shall also present awards for the “Intern of the Year,” “Resident of the Year,” and “Veterinary Technician of the Year”.
   1. The classes currently enrolled in clinical rotations (third and fourth year students) shall vote to determine the recipients of the above awards.

C. The Chapter shall also recognize one fourth-year student with a “Community Service and Involvement” award.
   1. The fourth year class shall determine the recipient of this award, based on nominations.
   2. The recipient of this award must be a member in good standing with the Chapter.
D. Names of the award recipients shall be filed with the Office of the Associate Dean for Student Affairs prior to the spring banquet and the names of award presenters will be provided for publication in the banquet program.

Section 2. Awards Selection
A. The president-elect shall conduct a selection process to determine recipients of the following Chapter awards:
   1. Four “Excellence in Teaching” awards (one for each class)
   2. One “Intern of the Year” award
   3. One “Resident of the Year” award
   4. One “Veterinary Technician of the Year” award
   5. One “Community Service and Involvement” award

B. The Chapter president-elect shall serve as the Awards Chairperson.
   1. The Awards Chairperson shall maintain the selection criteria information file in the Chapter office.
   2. The Awards Chairperson shall be responsible for distributing award guideline information to the executive board.
   3. Upon selection of award recipients and presenters, the Awards Chairperson shall contact the Office of the Assistant Dean for Student Affairs with their names.
   4. The Awards Chairperson shall arrange for the appropriate plaques to be ordered.

Article VII - Surgical Packs
A. The surgical pack will be rented to any student who is currently enrolled in the third year of the veterinary professional program.

B. The rental fee for Chapter members in good standing will be substantially lower than for non-members (at least one-half of the non-member fee). The exact rental fee will be determined by the Community Outreach Chair, with approval of the Executive Board.

D. To receive a discounted rental fee on a surgical pack, a student must be a “member in good standing” of the Chapter at the completion of their second year and hold a current membership in the Chapter (i.e. paid dues for the third year).

C. The income from rental of surgical packs will be spent for replacing instruments and upgrading the packs.

Article VIII – Dues
A. Students may only join the Chapter during the membership sign-up period as set forth by SAVMA.

B. Payment of dues is required to be considered a “member in good standing” by the Chapter. Chapter dues paid on a yearly basis will be assessed each academic year. After a set deadline, late dues will be applied for each year regular dues are not paid.

C. Dues assessed to a student in an approved extended program will not exceed those assessed to students in the regular four-year curriculum.

Article IX – Participation Points
A. To encourage participation in our Chapter and other activities in accordance with the mission of Chapter, the membership established the “Points System.” Yearly point requirements vary according to class and fulfillment of the required point total by the end of the academic year is required to remain a member in good standing.

B. All point submissions must be made in writing and submitted to the senior membership chair in a timely manner, ideally the Friday immediately preceding finals week of each semester.
C. Any activity during which a member receives financial compensation (exceeding related expenses such as travel, registration, etc.) or class credit will not be eligible for points.

D. All active point opportunities must be made available to all CVM students. All active point opportunities must be three hours long for once a year events and six hours for recurring events.

E. Yearly point requirements are:
   1. First and Second Year Chapter Members:
      a. Attend 1 Chapter meeting per semester – two per year
      b. Receive 2 Chapter Active Points as defined by the Chapter E-board (defined below)
   2. Third Year Veterinary Chapter Members:
      a. Receive 2 Chapter points total per academic year (in any combination listed below):
         1. Attend 2 Chapter meetings
         2. Receive 2 Chapter Active Points
         3. Attend 1 Chapter meeting and receive 1 Chapter Active Point
   3. Fourth Year Veterinary Chapter Members:
      a. Pay dues

F. Chapter Active Points may granted for (limit 1 point per event per year):
   12. Celebration of Life
   13. Working coat check at MVC
   14. Chapter Microchip clinic
   15. Chapter Vaccine clinic
   16. Participating in sponsor a dog behavior classes with Vivarium dogs
   17. Maintaining fish tanks for a specified amount of time as determined by the executive board
   18. Shelter Club’s Mid-Michigan Cat Rescue volunteer opportunities
   19. Selling Merchandise for the Chapter
   20. Cleaning the Student Center and Cafeteria microwaves (all 5)
   21. Cleaning out the Student Center refrigerator
   22. Participating in a Chapter sanctioned event
   23. Attending the SAVMA Symposium, or any vet related conference excluding MVC
   24. Participating in foal team for a specified amount of time as determined by the executive board
   25. Volunteering in the Wild Life Ward for a specified amount of time as determined by the executive board
   26. Or approval by the Chapter E-board PRIOR to the event

Article X – Membership Benefits

A. Membership benefits will only be extended to students who completed their previous year in the professional program (with the exception of first-year members) as a “member in good standing,” and have paid dues for the current year.
   1. Members not in “good standing” seeking member benefits must petition the executive board in writing (exception is Article XIII above). The executive board will determine if and how the student may regain “good standing” with the Chapter.

B. Membership benefits of the Chapter include, but are not limited to:
   1. Free AVMA membership according to AVMA requirements/guidelines.
   2. Eligibility for AVMA health, life, and professional liability insurance
   3. The opportunity to attend the annual SAVMA Educational Symposium, with reimbursement for registration costs
   4. Reduced rental rates for 3rd-year surgery packs (see Article VII)
   5. Free attendance at Chapter lunch and dinner meetings
   6. Access to members-only areas of the AVMA and SAVMA websites, hosting a variety of professional resources
   7. Reduced subscription rates to AVMA journals
   8. Eligibility to apply for AVMA externship funds, student loans, and scholarships
9. Access to members-only areas of the AVMA website such as the Veterinary Career Center
10. Free advanced registration (or reduced on-site registration) for the AVMA Annual Convention
11. Reduced purchase price for second year suture kits

**Article XI - Chapter Delegates to Student AVMA (SAVMA) House of Delegates (H.O.D.)**

A. Delegates shall be Chapter members in good standing.

B. The maximum number of Chapter delegates sent shall be two. Provisions shall be set forth and outlined yearly in the chapter budget to allow both the St. and Jr. Delegate representatives to attend each HOD proceedings.

C. The outgoing senior delegate shall be responsible for forwarding all papers concerning his or her position to the permanent SAVMA H.O.D. file.

D. Election of Chapter Delegates
   1. Delegates to the SAVMA House of Delegates meeting at the SAVMA Educational Symposium and National AVMA Convention.
      a. The senior voting delegate shall be the previous year’s junior delegate, except as provided in (2.) below.
      b. The remaining delegate shall be elected during the general executive board elections in November.
      c. The term of a national delegate will be from the beginning of their second semester until the last day of the fall semester of their third year.
   2. In the event that the previous year’s junior delegate is not interested or unable to attend the following year as the senior delegate, the last senior delegate in attendance at MSU, shall be asked to fill the position. Should they also be unable, a new delegate shall be elected by membership vote from among the membership and shall serve for only one year.
   3. Responsibilities include:
      a. Attend SAVMA Symposium and AVMA Convention House of Delegate meetings.
         i. In the event that a delegate cannot attend a national meeting, an elected Chapter representative on the executive board from the same class as that delegate shall attend in their place. This representative may attend House of Delegate proceedings as an observer but shall not be seated on the HOD floor. A request of two votes shall be made in the absence of an acting Delegate.
      b. To be on and active in a SAVMA committee.
      c. Organize fundraisers for Chapter members to attend SAVMA Symposium.
      d. Keep Chapter members informed of opportunities available through AVMA and SAVMA.

**Article XII - Referendum Votes**

A. Any issue relevant to the purpose of functioning of the Chapter can be brought forward for the approval or disapproval of the Chapter membership.

B. A typed petition stating the issue shall be presented to the President of the Chapter and the faculty advisor(s).

C. The typed petition shall have no fewer than 75 signatures of support from Chapter members in good standing.

D. The petition shall be distributed by the petitioners throughout the College at least two academic days prior to the distribution of ballots to all members in good standing of the Chapter.

E. These ballots shall state the petition in full.

**Article XIII - Amendments**
A. The administrative bylaws may be amended by a 2/3 majority vote of the executive board. A written resolution must be submitted to the executive board at least 2 weeks before final action.

B. The Chapter secretary shall notify SAVMA and the American Veterinary Medical Association of any proposed changes. These changes must be approved by SAVMA and the American Veterinary Medical Association before they are effective.

C. A majority (51%) quorum of all eligible voting members shall be required for passage.

**Non-Discriminatory Clause:**

"The MSU SAVMA Chapter will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be elected as officers and/or voting members."