Pre-Veterinary Medical Association at Virginia Tech Constitution

Article I
NAME OF ORGANIZATION
The name of this organization shall be the Pre-Veterinary Medical Association.

Article II
MISSION STATEMENT
The objectives of this organization are to:
- Acquaint students with pre-veterinary studies and with the veterinary medical profession.
- Promote interest in the diverse science of veterinary medicine.
- Create a sense of unity and friendship among members.
- Encourage scholarship, service, and community awareness.
- Serve as a means of communication between students.
- Provide guidance concerning admissions to schools of veterinary medicine.
- Provide information concerning campuses, facilities, etc. of veterinary schools.

This organization shall abide by the policies contained in the University Policies for Student Life.

Article III
CODE OF ETHICS

Section 1: Member Behavior
A. Every Pre-Veterinary member’s actions, no matter where they are, is a representation of the club, the club’s advisors, Virginia Tech, and the VMRCVM.
B. Any member determined to be dishonest, regarding accumulation of points or club activities, shall be subject to review by the Executive Board.
C. Any illegal actions or violations of the Code of Ethics shall be subject to discussion by the Executive Board and advisors, with the possibility of removal from the club.

Section 2: Fostering, Adopting, and Stray Animals
A. Fostering and/or adopting animals will not be allowed through the Pre-Veterinary Club. If a member so wishes to foster or adopt an animal, it must be done with no relation to the Pre-Veterinary Club.
B. Picking up any stray animals and trapping of animals, in any way connected or with affiliation to the Pre-Veterinary Club, is not allowed.

Article IV
MEMBERSHIP

Section 1: Acquiring Membership
A. Membership is open to all students of Virginia Tech who are interested in veterinary medicine. Exceptions may be reviewed on an individual basis by the Executive Board.

B. Membership is acquired after payment of current dues and signature of the club membership form which includes a legal waiver-of-liability form. If a member is under 18 years of age, his/her parent or guardian must sign the liability form. All members are required to sign a waiver-of-liability form in order to acquire points.

Section 2: Becoming an Active Member
A. Active membership status shall be offered to all club members who complete requirements of the point system, paying club dues, and submitting the club membership form, as detailed in Article IV, Section 2 of the Bylaws.

Section 3: Review of Membership Qualifications
A. The point system shall be reviewed by the president with members at the first meeting of the fall and spring semester, and subject to review and shall be subject to approval throughout the year as deemed necessary.

B. The point system is to be review annually and amended as needed.

C. The dues of the chapter shall be voted upon at the last meeting of the Spring Semester for the following semester.

Section 4: Attendance of Non-Members
All non Pre-Veterinary Club members attending club functions are required to sign a legal waiver-of-liability form. If under 18, signature from a parent or guardian must be obtained.

Section 5: Alternate Active Membership
A. Students who are unable to attend at least four (4) meetings per semester may submit a request to the president for alternate active membership status, as detailed in Article IV, Section 3 of the Bylaws.

Pre-Veterinary Club of Virginia Tech Bylaws

Article I
OFFICERS OF THE EXECUTIVE BOARD

Section 1: Executive Board
A. The President shall do the following:
   1. Preside over general and executive
   2. Assure a speaker or meeting topic.
   3. Serve as chairperson for the Executive Board.
   4. Act as ex officio member of all committees.
   5. Vote only when necessary to break a tie, and on all other occasions the vote shall automatically be tallied with the majority opinion.
6. Call any special meetings of club members and/or officers into session, as he/she thinks appropriate with no less than a posted 24-hour notice.
7. Appoint all special committees.
8. Run elections.
9. Register club with UUSA by the fourth Friday of the Fall Semester.
10. Act as spokesperson for the club.
11. Submit permission to use a VMRCVM room for club meetings prior to the start of fall and spring semesters.
12. Maintain order during club events
13. Enforce all club bylaws and the constitution.
14. Collect mail from the club mailbox.

B. The Vice-President of Service shall do the following:
   1. Organize, promote, and carry out all veterinary and/or community related activities such as humane society visits, humane education visits at elementary schools, dog walk/cat visit program at the VMRCVM, and trips to the retirement homes for members.
   2. Organize, arrange, and promote opportunities such as and volunteer programs.
   3. Distribute sign-ups for service activities by the first meeting of each semester.
   4. Organize at least one service activity between general meeting dates.
   5. Record attendance at all service activities and submit an updated account of service points to the Sergeant-At-Arms after each activity is completed.
   6. 

C. The Vice-President of Activities shall do the following:
   1. Carry out activities not necessarily related to veterinary medicine, such as trips to zoos, aquariums, necropsy rounds at VMRCVM, hiking, etc.
   2. Organize at least two activities (not including the Pet Show) each semester.
   3. Coordinate the annual Pet Show with proceeds going to the St. Francis of Assisi Service Dog Foundation.
   4. Request committees for the Pre-Veterinary Club Pet Show and oversee the preparation and organization of the event.

D. The Sergeant-At-Arms shall do the following:
   1. Maintain records of members’ active status.
   2. Take attendance at all general meetings including officer attendance.
3. Collect member service and fund-raising points from the Vice-President of Service, Vice-President of Activities, President, and the Treasurer prior to the last general meeting of the semester.
4. Report point status to the Webmaster to be posted online not less than once per semester.
5. Update the club listserve with new members from the attendance sheet after every club meeting.

E. The Secretary shall do the following:
1. Update and submit for web posting the Steps to Vet School packet to all paid members by the fourth general meeting of each Fall Semester.
2. Organize all other club-related papers, such as surveys.
3. Maintain records of all club meetings.
4. Record meeting minutes of all executive and general meetings.
5. Post meeting minutes within one week.

F. The Treasurer shall do the following:
1. Acquire funds by way of fundraising and Budget Board proposal.
2. Attend the annual Funding Workshop in the fall.
3. Deposit, record, and dispense money as needed.
4. Review budgets, which must be submitted by the organizer of an event no later than two weeks in advance for all events with expenses of $50 or greater.
5. Approve all purchases and document purchase approvals.
6. Collect dues by the third meeting of each semester, under the supervision of the Sergeant-At-Arms or another officer of the Executive Board.
7. Coordinate the Pre-Vet Scholarship to be awarded annually to deserving member(s).
8. Organize and conduct at least three fundraisers per semester.

G. The Historian shall do the following:
1. Provide the end of the year slide show.
2. Update photo albums.
3. Maintain the club display board for the Student Organizations Showcase and symposium with the president.
4. Posting and clean up of all club announcements.
5. Maintaining club bulletin boards on monthly basis.
6. Ensure that all bulletin boards are assembled.
7. Take pictures at club events and collect photographs from other members.
8. Update the bulletin board in Litton-Reaves following College of Agriculture and Life Sciences guidelines prior to reading day each spring. This must be done by the outgoing and incoming Historian together.
9. Register the bulletin with the CALS office in Litton-Reaves before reading day each Spring

H. The ACC/SGA Representative(s) shall do the following:
   1. Attend all ACC and SGA meetings.
   2. Represent and express the club’s interests.
   3. Report any pertinent information back to the members at each general meeting.

I. The Webmaster shall do the following:
   1. Be familiar with the programs necessary to perform this position by at least a week before the first meeting of the academic year.
   2. Maintain and update the club webpage.
   3. Display pertinent meeting information on the webpage by the first general meeting of each semester.
   4. Collect the updated list of members from the Sergeant at Arms, and update the website accordingly.
   5. Maintain the electronic listserve and update new members within one week of their joining.
   6. Provide all officers with access to the listserve at least one week prior to the first meeting of the academic year.

Article II

COMMITTEES

Section 1: Appointment of Committees
   A. All members of the Executive Board may, for the purpose of delegating duties, request that the President appoint a committee.
   B. Committees will consist of an executive officer chairperson and an appointed co-chairperson.
   C. The executive officer chairperson shall oversee all activities done by the committee.
   D. Formation of committees must be posted to all members and committees must be open to all paid members.

Section 2: Duties of the Committee
   A. The chair of a committee shall do the following:
      1. Call committee meetings into session as he/she thinks appropriate with no less than a posted 48-hour notice.
      2. Act as chairperson.
      3. Vote only when necessary to break a tie, and on all other occasions the vote shall automatically be tallied with the majority opinion.
      4. Be the record keeper at all committee meetings.
      5. Prepare a budget of needed expenses, which must be submitted to the Treasurer for approval at least two weeks in advance of the event.
6. Report on the progress and all decisions of the committee back to the Executive Board.
7. Provide a summary of reports at general meetings.

Section 3: Committee Decisions
All voted decisions of a committee are open to reconsideration by the Executive Board. If any member has an interest in the decisions of the committee, then they must join the committee if they wish to voice their opinion.

Article III
ELECTION OF OFFICERS

Section 1: Officers to be Elected
The President, Vice-Presidents, Sergeant-At-Arms, Treasurer, Historian, ACC/SGA Representative(s), Secretary, and Webmaster are to be elected annually at the last meeting of the Spring Semester.

Section 2: Qualifications for Election
A. All candidates must fill out an application and submit it by the posted deadline.
B. Candidates for President must have been a paid member in the club for a minimum of two (2) semesters and must have previously held a club office. Extenuating circumstances (all current officers are graduating or no current officers are returning to the club the following year) will be handled on an individual basis.
C. All students running for office must have been in the club for a minimum of two (2) semesters in order to be eligible to run. Extenuating circumstances (no other person is interested in running for the position) will be handled on an individual basis.

Section 3: Administration of Elections
A. Nominees for all offices will be solicited three (3) meeting prior to Spring elections.
B. The floor will be open to nominations on election night for offices in which there are no candidates. In this event, candidates may be permitted to exceed the maximum number of offices.
C. Elections for office are run in order of positions as given in Article I Section 1 of the Bylaws.
D. Officers are to be elected by simple majority of members present.

Sections 4: Terms of Election
A. Newly elected officers assume their duties and responsibilities at the conclusion of the last meeting of the academic year.
B. Elected officers must be instated and hold office for a term of a full academic year.
Article IV
OFFICER AND MEMBER EXPECTATIONS

Section 1: Officer Participation
A. All officers will be expected to perform their duties as detailed above in a timely manner, meeting any set deadlines.
B. All officers will be expected to maintain and update their officer notebook throughout their term and turn over the notebook to the succeeding officer at the last general meeting of the year.
C. All officers are expected to attend every meeting and executive meeting of each semester.
D. An officer missing one (1) regular meeting shall be deemed excused or unexcused by the other officers. If unexcused, the officer shall be up for review by the executive board, with the potential for impeachment.
E. An officer missing two (2) executive meetings shall follow this same procedure.
F. A vote by two-thirds (2/3) of the Executive Board may initiate impeachment proceedings against another officer if duties outlined by the Bylaws are deemed to be performed inadequately.

Section 2: Member Participation
A. Members of the Pre-Vet Club are to be given a letter at the end of each semester, stating that they were active members of the club and specifying what active membership means.
B. In order to receive a letter at the end of the semester, members must fulfill the following requirements:
   1. Meetings
      All members must attend at least four (4) meetings per semester.
   2. Service Activities
      Two (2) service points must be acquired each semester by participating in service activities.
   3. Fundraising
      One (1) fundraising point must be acquired each semester by participating in fundraising activities.
C. Participation in events for which a member has signed up is required, unless the member notifies the organizer of the event prior to the event. Failure of a member to notify the organizer of his/her absence prior to the event two (2) times will result in one (1) fundraising or one (1) service point (depending on which type of event was missed) being revoked. The revoked point must be earned again if the member wishes to be considered an active member for that semester and receive a letter.

Section 3: Alternate Member Participation
A. Requirements for alternate active membership include the following:
1. Written request to the president stating the reason(s) the member cannot make at least four (4) meetings
2. Written approval from the president granting request. Written approval shall be submitted to the member requesting alternate active membership status and the Sergeant At Arms.
3. Service Activities
   Four (4) service points must be acquired each semester by participating in service activities
4. Fundraising
   Two (2) fundraising points must be acquired each semester by participating in fundraising activities.

B. Participation in events for which a member has signed up is required, unless the member notifies the organizer of the event prior to the event. Failure of a member to notify the organizer of his/her absence prior to the event two (2) times will result in one (1) fundraising or one (1) service point (depending on which type of event was missed) being revoked. The revoked point must be earned again if the member wishes to be considered an active member for that semester and receive a letter.

Section 4: Initiation of a Review
A. If an officer (or club member) is concerned that a fellow officer (or club member) is not upholding the duties and responsibilities outlined in the Constitution and Bylaws of the Pre-Veterinary Club, it is their responsibility to address the issue in the following manner:
   1. The concerned member shall approach the president (chair) in an anonymous manner with a motion to hold a review (i.e. e-mail, telephone, in person).
   2. Without revealing the identity of the concerned member, the president shall notify the Executive Board and the advisors that a motion has been made to hold a review concerning a particular position or incidence.
   3. Upon receiving a second from a member of the Executive Board or an advisor, the president shall call a Review Meeting, notifying the Executive Board, the advisors, and the member under review.

Section 5: The Review Process
A. A Review Meeting will comprise of the Executive Board, at least one advisor present, and the member under review.
B. The Review Meeting will proceed in the following manner:
   1. The motion on the floor will be open to discussion in the absence of the member under review.
   2. The president (chair) will prepare a statement representing the concerns of the Executive Board and read it back to the Executive Board.
3. The president (chair), with an advisor present, will then meet with the member under review without the Executive Board in the room.
4. The president (chair) shall inform the member under review of the contents of the statement.
5. At this time, the member under review will have the chance to comment, with the option of speaking through the president (chair) or directly addressing the Executive Board.
6. The president (chair) shall then return to the Executive Board, and may or may not be accompanied by the member under review. At this time the member under review may present their comments, or the president shall speak on their behalf.
7. The member under review, if present, shall be excused. The president (chair) will open the floor to final comments and then put the motion to a vote.
8. A vote by two-thirds (2/3) of the Executive Board may initiate impeachment proceedings against another officer.
9. In the case of a general member, or for an officer (as an alternative to impeachment), the Executive Board may reach a solution as they deem adequate for the member’s conduct.
10. The president (chair) and an advisor shall then inform the member under review of the decision reached by the Executive Board.
11. In the case of impeachment proceedings, the member under review must be aware of the date of the impeachment proceedings and informed that they will have an opportunity to comment at that time.

Section 6: Impeachment Proceedings
A. At the next general meeting the president shall initiate impeachment proceedings following these procedures:
   1. The president (chair) shall review the statement of the Executive Board, declaring its decision to support the impeachment of the member under review.
   2. The member under review will be offered the floor for their comments.
   3. The floor will be opened for comments.
   4. A vote by two-thirds (2/3) of the dues paying members present shall result in the impeachment of the member under review.

Article V
PRE-VET CLUB ADVISORS

Section 1: Faculty Advisors
The faculty advisors may be chosen from any of the university faculty/staff members. An advisor from both Virginia Tech and VMRCVM should both be selected.
Article VI

CLUB ACCOUNT

Section 1: Status of the Account
A. A balance of at least $500.00 shall be maintained at all times.
B. A balance of at least $1,000.00 shall be in the account at the end of each academic year.
C. In order to protect the Treasurer’s financial honesty, the Treasurer must be prepared to show all transactions to the Executive Board on a monthly basis.

Section 2: Collection of Dues
A. Dues shall be paid by the last meeting of each semester for active membership consideration.
B. Dues shall be collected by the Treasurer under the supervision of the Sergeant-At-Arms or another officer of the Executive Board.

Sections 3: Expenditure of Funds
A. Club funds will be used to promote educational, charitable, and social activities as well as, but not restricted to, speaker dinners, newsletters, advertising, flyers, donations, and sports.
B. All club revenues are required to go through the Treasurer.
C. In order to receive reimbursement for club purchases a Funds Form must first be submitted to the Treasurer by an officer or committee chair with a projected cost, the signature of another officer, and the signature of the Treasurer. If expenditures exceed the projected cost, reimbursement beyond the agreed projected cost is not guaranteed.
D. The Executive Board must approve major expenditures beyond the normal club activities.
E. Expenditures exceeding $200 must first be approved by the Executive Board by a two-thirds (2/3) vote, and then approved by two-thirds (2/3) of the paid members present.
F. Items purchased with club funds shall be sole property of the Virginia Tech Pre-Veterinary Club and shall be placed in the PVC office when not in use.

Article VII

REQUIRED EVENTS

Section 1: Required Participation
A. The Pre-Vet Club reserves the right to hold required events, which may be initiated by a two-thirds (2/3) vote of the Executive Board.
B. All required events must be announced to the members four weeks in advance of the event.
C. For all required events, there must be an opportunity for members to participate prior to the event date (fundraising, planning, decorating, etc.)
D. In the event of sickness or a family emergency, members must report their absence to the organizer of the event. The absence will be evaluated by the Executive Board to determine if it is a valid excuse.

E. Failure to attend a required event, regardless of acquired points, will prevent the member from receiving a letter at the end of the semester.

Article VIII
AMENDMENTS

Section 1: Amending the Constitution
The Constitution may be amended by a two-thirds (2/3) vote of the members present.

Section 2: Amending the Bylaws
The Bylaws may be amended by a two-thirds (2/3) vote of the members present.

Section 3: Review of the Constitution and the Bylaws
A. The Executive Board must review the Constitution and Bylaws at the first meeting of the fall semester and again at some point during the spring semester.
B. The revised Constitution and Bylaws will be voted upon at the second general meeting of the academic year and amended by a two-thirds (2/3) vote of the members present.

Article IX
OFFICAL MEETINGS

There shall be at least six (6) club meetings per semester.