

BYLAWS
CUMMINGS SCHOOL OF VETERINARY MEDICINE AT TUFTS
UNIVERSITY CHAPTER OF THE STUDENT AMERICAN VETERINARY
MEDICAL ASSOCIATION

ARTICLE 1 – DUES AND MEMBERSHIP

- 1.1 – National and local dues shall be paid to the local chapter in the amount determined by the executive board, in consideration of national dues set by the SAVMA House of Delegates.
 - 1.1.1 Fourth year dues have been paid for by Tufts SAVMA for those members that are in good standing with our chapter upon entrance into fourth year for the 2021-2022 school year.
 - 1.1.2 The decision to cover fourth year dues for those in good standing will be re-evaluated by the members of the executive board from year to year.
- 1.2 – All members must be considered a “member in good standing” in order to attain full Tufts SAVMA benefits while a student at Tufts and AVMA privileges during fourth year and after graduation.
- 1.3 – In order to be considered a “member in good standing”, a member must pay dues all years in which they are a veterinary student and complete one of the following:
 - A. Serve as an Executive Board member for one term
 - OR
 - B. Complete two years of active service on a Chapter committee
- 1.4 – Chapter committee requirements can only be earned if the member has paid dues for that year.

ARTICLE 2 – OFFICERS

- 2.1 – All officers will be elected following criteria presented in Article 4 – Elections.
- 2.2 – Officers having immediate charge of TCSVM Chapter shall consist of a President, President- elect, Vice President, Secretary, Treasurers, and National SAVMA Delegates.

2.3 – PRESIDENT

- 2.3.1 – The President shall serve a term of one year, beginning on March 1st of their 2nd year and ending March 1st of their 3rd year.
- 2.3.2 – From March 1st of their 2nd year to December 31st of their 3rd year: The President shall be the presiding officer at all meetings of the Chapter executive board, club leaders, and general members.
- 2.3.3 – The President shall serve as the chairperson of the executive board and shall be considered an ex officio member of all clubs with power to supervise their work.
- 2.3.4 – Upon completion of duties in February of President’s 3rd year, the president shall serve as ex officio advisor to the chapter from end of term

throughout graduation.

- 2.3.5 – The President shall be a voting member of the executive board and chapter. The President may cast one vote in the event of a tie.
 - 2.3.6 – The President shall be an authority on the Chapter Constitution and Bylaws and be responsible for overseeing updates as voted by the executive board.
 - 2.3.7 – The President shall offer support and assistance to all officers, and clubs in any way possible.
 - 2.3.8 – From March of second year through December of third year: The President, with the assistance of the executive board, must set dates for meetings of the executive board, and chapter as they see necessary.
 - 2.3.9 – From March of their second year through March of their third year: The President must oversee all chapter functions as thoroughly as possible.
 - 2.3.10 – From March of second year through February of their third year: The President shall attend the SAVMA Symposium and AVMA Convention and represent the TCSVM student Chapter at any President's meetings.
 - 2.3.11 – From March of second year through December of third year: The President shall maintain a working relationship with the administration. After this time until the completion of the term in February of 3rd year, they shall serve as advisor to President-elect in these duties, and step in at any necessary point.
 - 2.3.12 – From March of second year – December of third year: The president shall organize club leader meetings when requested and shall serve as liaison between TCSVM administration and the umbrella clubs on campus. This includes keeping an updated list of club leader's contact information. After this time and until the completion of their term in February of 3rd year, they shall serve as an advisor to President-elect in these duties, and help the elect position when their service is requested.
- 2.4 – PRESIDENT ELECT
- 2.4.1 – The President-elect shall serve a term of one year, beginning March 1st of their first year and ending March 1st of their second year, at which time they will be promoted to president.
 - 2.4.2 – From April of their first year to April of their second year: the President-elect shall be the presiding officer over committees. From January of second year until taking over as President, they will oversee the general and executive board meetings.
 - 2.4.3 – From January 1st through April 30th of first year: The President-elect shall learn the working of the Chapter in order to prepare for the office of the presidency.
 - 2.4.4 – From March 1st of first year through November 30 of second year: The President-elect shall work closely with the chapter president to oversee chapter functions and activities.
 - 2.4.5 – The President-elect must attend all executive board meetings and chapter

meetings.

- 2.4.6 – From June 1st of their first year - May 31st of their second year: The President-elect shall hold committee head meetings as deemed necessary by President-elect or Committee leaders, and it is strongly encouraged to have one at the beginning of the fall semester.
- 2.4.7 – The President-elect is responsible for assigning committee chairpersons as necessitated by Article 7 – Committees and supervising all committee work.
- 2.4.8 – The President-elect shall help all officers and committee chairs in every way necessary.
- 2.4.9 – The President-elect shall attend the SAVMA Symposium, Chapter Summit and AVMA Convention, and represent the TCSVM student Chapter at any President's meetings.
- 2.4.10 – From January of second year until assuming their role as President: The President-elect, with the assistance of the President, must set dates for meetings of the executive board, chapter as they see necessary.
- 2.4.11 – The President-elect must conduct a presentation of SAVMA/TCSVM Chapter during 1st year orientation or within one month of the beginning of the academic year.
- 2.4.12 – From January of second year until assuming the role as President: The President-elect must oversee all chapter functions as thoroughly as possible with the assistance of the President.
- 2.4.13 – The President-elect shall organize and run the first year BBQ with assistance from the social committee.
- 2.4.14 – From January of second year until assuming the role as president: The president elect shall maintain a working relationship with administration with the assistance of the President.
- 2.4.15 – The President-elect, with the assistance of the national delegates, shall coordinate and oversee the annual AVMA guest visitor.
- 2.4.16 – The President-elect will arrange elections with assistance from the President who shall oversee the voting results and abstain from voting.
- 2.4.17 – The President-elect shall be responsible for the submission of Tufts SAVMA grant application to the ALL for Students Funding offered by the National SAVMA, AVMA, and the AVMA Trust for the Fall and Spring submission of their second year. They will also be responsible for the Post-event reports associated with those funding cycles. It is their responsibility to inform the clubs and committees of their funding and ensure that the AFS guidelines are followed during the event.

2.5 VICE PRESIDENT

- 2.5.1 – The Vice President shall serve a term of two years, beginning in March of their first year and ending in March of their third year.
- 2.5.2 – The Vice President shall coordinate with the President and President-elect to send emails to the student body and elists about membership deadlines and updates. The President shall send emails to the third and fourth year classes

while the President-elect shall send emails to the first and second year class.

- 2.5.3 – The Vice President shall try to maintain at least an 80% student body membership.
 - 2.5.4 – The Vice President is responsible for continuously updating the SAVMA class membership lists when emails with updated paid memberships are sent to the President by National SAVMA.
 - 2.5.5 – The Vice President is responsible for answering membership queries and updating individual members with questions regarding their membership status, SAVMA ID, fulfilling their requirements, etc.
 - 2.5.6 – The Vice President shall cross-check club membership lists with SAVMA class membership lists to ensure that all members who are participating in campus clubs have paid their annual dues. Upon completing cross-checking the Vice President shall communicate with students who are not in good standing to encourage them to pay dues to be a club member, as well as with club leaders to alert them of members who are not in good standing with SAVMA. The Vice President will ensure that those students not in good standing either pay dues or are removed from club membership lists. The Vice President will communicate between students and club leaders with updates about SAVMA membership standing of students.
 - 2.5.7 – The Vice President must supply SAVMA and the AVMA with officer and membership lists and other information as may be requested.
 - 2.5.8 – The Vice President must maintain a list of paid members and keep updated record of the Chapter committee assignments and their completions.
 - 2.5.9 – The Vice President must provide the AVMA with an updated list of senior members in good standing prior to graduation. The Vice President is also responsible for communicating with senior members not in good standing to give them an opportunity to back-pay dues and become active members prior to graduation.
- 2.6 – SECRETARY
- 2.6.1 – The Secretary shall serve a term of two years, beginning in March of their 1st year and ending March of their 3rd year.
 - 2.6.2 – The Secretary must maintain an active list of student chapter officers and their contact information.
 - 2.6.3 – The Secretary must record minutes at executive board and chapter meetings.
 - 2.6.4 – The Secretary must prepare and post any changes in the Constitution or Bylaws.
 - 2.6.5 – The Secretary must prepare and send copies of executive board and chapter minutes to the TCSVM Chapter website.
 - 2.6.6 – The Secretary, with the assistance of the President- elect, shall coordinate and oversee the annual AVMA guest visitor.
 - 2.6.7 – The Secretary shall be the main point of contact and manage the Tufts

SAVMA G-Mail account (tuftssavma@gmail.com).

- 2.6.8 – The Secretary shall update and maintain the Tufts SAVMA calendar through the Tufts SAVMA website with club and committee events and communicate with clubs and committees about event submission and changes.

2.7 – TREASURERS

- 2.7.1 – The Treasurer shall serve a term of two years, beginning March 1st of their first year and ending March 1st of their 3rd year. For the first year, they shall serve as a Junior Treasurer, and in March of their 2nd year, they shall serve as the Senior Treasurer.
- 2.7.2 – The Treasurers must be the custodian of all the financial resources of the Chapter and keep careful account of the same.
- 2.7.3 – The Treasurers must make such disbursements as the Chapter may direct.
- 2.7.4 – The Treasurers must balance accounts at the end of the fiscal year and submit them for audit.
- 2.7.5 – The Treasurers must prepare tax forms and work with the accountant.
- 2.7.6 – The Treasurers must prepare financial reports for executive board meetings.
- 2.7.7 – The Treasurers shall be responsible for collecting all credit card receipts, cash, and checks for deposit from the Chapter store no less than once a month.
- 2.7.8 – The Treasurers shall be responsible for creating the budget for the fiscal year. Treasurers will be responsible for adjusting it based on the needs of the students and expected fiscal burden.
- 2.7.9 – The Junior Treasurer shall learn how to perform the duties of the treasurer by observing and assisting the Senior Treasurer.

2.8 – NATIONAL DELEGATES

- 2.8.1 – Both National Delegates shall attend both the SAVMA Symposium and the AVMA Convention from March of their first year through the August after their second year to represent Cummings SVM at Tufts University Student Chapter at all SAVMA House of Delegate meetings.
- 2.8.2 – The National Delegate shall serve a term of two years from March 1st of their first year through March 1st of third year. From March 1st of the first year until March 1st of the second year the position is called Junior Delegate. From March 1st of the second year until March 1st of the third year the position is called Senior Delegate.
 - 2.8.2.1 - According to National SAVMA, the National Delegates positions will run with the calendar year from January 1 to December 31.
- 2.8.3 – The Delegates shall act as a correspondent for Cummings SVM at Tufts University chapter with delegates from other student chapters.
- 2.8.4 – The Delegates shall distribute a monthly newsletter to the entire student body, including information about scholarships, grants, professional

opportunities and events.

- 2.8.5 – The Delegates shall join a national committee as overseen by SAVMA and complete necessary duties and requirements as described in SAVMA constitution and bylaws.
- 2.8.6 – The Delegates shall attend all executive board meetings.
- 2.8.7 – The Delegates shall act as an advisor to the chairperson of the Symposium Committee.
- 2.8.8 – The Delegates shall promote attendance to the SAVMA Symposium and annual AVMA Convention.
- 2.8.9 – The Senior Delegate will coordinate transportation, hotel accommodations, and travel grant applications for the SAVMA Symposium in cooperation with the Symposium Committee.
- 2.8.10 – Should TCSVM host the annual student Symposium, the Delegates shall form a chair or assign chairmanship of a committee to make preparations for holding symposium.
- 2.8.11 – The Delegates shall maintain a working knowledge of the national SAVMA governance documents.
- 2.8.12 – The Junior Delegate will be responsible for coordinating the class gift, which is to be distributed to graduating SAVMA members in good standing; to be distributed by early spring semester.

2.9 – RESIGNATION, REMOVAL, DEATH, AND SUCCESSION OF A CHAPTER OFFICER

- 2.9.1 – Resignation of a Chapter officer must be submitted to the entire Chapter executive board in written form. The Chapter executive board will inform the Chapter faculty advisors and Chapter members within 5 working days of receipt of the resignation.
- 2.9.2 – If there is consideration to remove a Chapter officer, the officer must be notified no less than 7 days prior to the vote to remove. The officer in question will be allowed to address the executive board prior to the vote. Removal of a Chapter officer from their elected position must be by 2/3 majority vote of the Chapter executive board. This vote must occur with all Chapter officers except the officer in question physically present. The Chapter executive board will inform Cummings SVM at Tufts University Chapter members within 5 working days of the removal of a Chapter officer.
- 2.9.3 – Removal of a Chapter officer can occur for the following reasons:
 - 2.6.1.1 2– Failure to perform the duties of the elected office which are outlined in the Chapter Constitution and Bylaws (Bylaw Article 2).
 - 2.6.1.2 – Failure to attend one (1) executive board meeting without approval by the President and/or executive board or failure to attend two (2) consecutive meetings.
 - 2.6.1.3 – Failure to attend two (2) Chapter general meetings without approval by the President and/or executive board or failure

to attend three (3) consecutive general meetings.

2.6.1.4 – Inappropriate conduct or representation of the Chapter and/or the AVMA

- All proceedings to remove an officer must be presented to the Chapter faculty advisors for review and recommendation prior to a Chapter executive board vote to remove a Chapter officer. The faculty advisors must be informed of the removal of a Chapter officer within 5 working days of the vote to remove said officer.
- The Chapter President shall promptly appoint replacements for any other officer unable to complete the specified term of office. These appointments are subject to approval by the executive board and subject to a vote of Cummings SVM at Tufts University Chapter members at the next regularly scheduled general meeting. Chapter member approval will be signified by a majority vote.

ARTICLE 3 – FACULTY ADVISORS

- 3.1 – The student chapter shall have at least two faculty Advisors.
- 3.2 – Faculty Advisors shall be a Cummings SVM at Tufts University faculty member and shall be an active member of the AVMA.
- 3.3 – The term of office shall be at least two years.
- 3.4 – In the event that an Advisor wishes to leave office, three potential advisors shall be nominated by the executive board, and a vote will be conducted.
- 3.5 – The faculty Advisors shall serve as advisors to the student chapter as a whole.
- 3.6 – At least one Advisor shall attempt to be represented at all meetings of the executive board and the Chapter.
- 3.7 – The Advisors do not have a vote.
- 3.8 – One Advisor is encouraged to attend the SAVMA Chapter Summit with the President-elect.
- 3.9 – The executive board maintains the right to request a change in Faculty Advisor's in the event that an Advisor is not fulfilling their duties as outlined. This decision can be made with a majority vote at any executive board meeting with all board members present.

ARTICLE 4 – ELECTIONS

- 4.1 – All officers of the student chapter shall be elected by gaining a majority vote in the general election.
 - 4.1.1 In the event of a tie, a re-vote shall be held for the position in question.
- 4.2 – All dues-paying members may vote in any officer election process.
 - 4.2.1 This includes the current executive board members.
- 4.3 – Any candidate that is running unopposed for a position will automatically gain that position.
- 4.4 – Elections for new officers will be held by December, however, the tenure of different officers is variable and will be filled accordingly.
- 4.5 – Officer-elect positions that have been voted upon but will not commence until March are strongly encouraged to attend all executive board meetings

until inaugurated.

- 4.6 The President-Elect shall organize the elections, including a presentation about elections to the first year class, setting the dates for the elections and encouraging students to run. The President shall set up and monitor the voting platform.

ARTICLE 5 – EXECUTIVE BOARD

- 5.1 – The Executive Board of Chapter will consist of the President, President-elect, Vice President Secretary, Treasurers, and National Delegates.
- 5.2 – The Executive Board will plan and conduct all Chapter meetings as the administrative body of the student chapter.
- 5.3 – The Executive Board shall be charged with the duty of carrying out the provisions of the Constitution and Bylaws.
- 5.4 – The Executive Board shall determine the amount of annual local dues of chapter members.
- 5.5 – The Executive Board will make final decisions for the eligibility of “members in good standing” upon graduation.
- 5.6 – The Executive Board members must attend all meetings of the Executive Board. Only two absences are permitted throughout their whole term and these must be presented to the President and other executive board members prior to the meeting. If something comes up unexpectedly, it is up to the discretion of the President and other board members to count it as excused or unexcused.

ARTICLE 6 – COMMITTEE CHAIRS

- 6.1 – The committee chairs may either volunteer or be appointed by the president-elect.
- 6.1.1 The chairs must be a student at TCSVM and in the event that this changes, a new chair shall be appointed by the President-Elect.
- 6.2 – Members of the Executive Board may not serve as committee chair in the year that they serve on the board unless by special request and voted upon by the Executive Board.
- 6.3 – Committee chairs will be appointed in April or May preceding the year in which they will lead the committee.
- 6.4 – The chairperson must coordinate the activities and duties of their respective committees.
- 6.5 – The chairpersons must attend all committee chair meetings, any executive board meetings if deemed necessary, and meet with the president-elect to inform him/her of committee progress.
- 6.6 – The chairpersons must keep records and prepare reports of all committee activities, including completion of budget reports and attendance at events. Additionally, the leaders must maintain up-to-date SOPs.
- 6.7 – The chairpersons shall determine good standing requirements for their committee and pass along to committee members.
- 6.8 – The chairpersons must serve as ex officio advisors to succeeding chairpersons and meet with successors at least once and pass along the SOP.

ARTICLE 7 – COMMITTEES

- 7.1 – The number and purpose of committees will be subject to change as deemed necessary by the executive board.
- 7.2 – All committee chairs will be responsible for maintaining and updating committee records with details of events.
- 7.3 – Guidelines for applying for reimbursement from Chapter funds:
 - 7.3.1. – President-elect will distribute committee annual budgets to committee leaders in August.
 - 7.3.2. – In order to be reimbursed, committee chairs must submit a budget tracker and receipts to tuftssavma@gmail.com.
 - 7.3.3. – The chapter treasurer will issue a check to the committee member.
 - 7.3.4. – In the event a committee requires more funding, a meeting must be conducted with the two treasurers and President-elect.

- 7.4 – SYMPOSIUM CHAIRPERSON
 - 7.4.1 – The symposium chairperson is responsible for assisting delegates in organizing and coordinating events surrounding the SAVMA Symposium.
 - 7.4.2 – The delegates will give a presentation on SAVMA Symposium to the TCSVM Chapter with pertinent information in November around the time that registration opens.
 - 7.4.3 – The chairperson will be as involved in organizing hotel and travel accommodations as deemed necessary by the national delegates.
 - 7.4.4 – The chairperson will be responsible for projecting necessary funds for travel and accommodations and work closely with the Chapter treasurer to fill these funds.
 - 7.4.5 – The chairperson will work closely with the National Delegates throughout this process and shall attend the symposium.
 - 7.4.6 – The chairperson is responsible for seeing that the Chapter treasurer receives necessary reimbursement requests in a timely manner.
 - 7.4.7 – The chairperson will act as a point of contact for Tufts SAVMA members that attend SAVMA Symposium while the National Delegates and President/President-Elect are in their respective meetings.

- 7.5 – COMMUNITY SERVICE COMMITTEE
 - 7.5.1 – The community service committee shall be responsible for organizing, advertising, coordinating and recording a minimum of three community service events throughout the year.
 - 7.5.2 – All events must be advertised at least two weeks in advance, with advertisements containing location, directions to site, committee contact person and expected activities.
 - 7.5.3 – Committee members are responsible for seeing that the Chapter secretary receives notification of attendees and that the Chapter treasurer receives

necessary reimbursement requests in a timely manner.

7.6 – PROFESSIONAL DEVELOPMENT COMMITTEE

- 7.6.1 – The professional development committee will be responsible for arranging, contacting and organizing a series of events for students addressing different components of veterinary medicine.
- 7.6.2 – The professional development committee will be responsible for organizing and coordinating the National Veterinary Board Reviews for 4th year students. The Reviews must be held in the early Fall of the academic year at least two weeks prior to boards.
- 7.6.3 – Committee members are responsible for seeing that the Chapter Website/Social Media Committee receives notification of such lectures and workshops at least 2 weeks prior to the event so as to produce and post flyers/advertisers.
- 7.6.4 – Committee members are responsible for seeing that the Chapter treasurer receives necessary reimbursement requests in a timely manner.
- 7.6.5 – The MVMA liaison shall be assigned to the Professional Development committee and the committee leaders shall keep the MVMA liaison informed about how the MVMA can be involved in the events that they run.

7.7 – WEBSITE, SOCIAL MEDIA, AND PHOTOGRAPHY COMMITTEE

- 7.7.1 – The Website, Social Media and Photography committee is responsible for developing, maintaining and updating the TCSVM Chapter website.
- 7.7.2 – A committee member will be required to attend and document all Chapter events with a camera and upload photos onto the website.
- 7.7.3 – This committee is also responsible for maintaining Tufts SAVMA Instagram and Facebook pages with the help of the secretary.

7.8 – FUNDRAISING COMMITTEE

- 7.8.1 – The fundraising committee will be in charge of coordinating and running events to raise money for the Travis Fund.

7.9 – CHAPTER STORE COMMITTEE

- 7.9.1 – The store chairpersons shall be in charge of ordering and organizing all merchandise in the store. Additionally, the chairpersons will be responsible for accounting and recording all funds spent on store merchandise and will provide that information to the Treasurer by January 1 and May 1 for fall and winter/spring semester spending respectively.
- 7.9.2 – The store members shall be responsible for opening the bookstore to the TCSVM community at least once a week throughout the academic year and once a week during the summer, to coincide with AVM participation.
- 7.9.3 – The store members shall be required to man a sales table to the public at TCSVM Open House in September, and Parents Day.

7.10 – SOCIAL COMMITTEE

- 7.10.1 – The social committee will be responsible for organizing and staffing VetFest (the welcome barbecue) and regular social events.
- 7.10.2 – All committee members are responsible for seeing that the Chapter treasurer receives necessary reimbursement requests in a timely manner.

ARTICLE 8 – CHAPTER CLUB REQUIREMENTS

- 8.1 – In order to be eligible for Chapter funds, new clubs must:
 - 8.1.1 – Obtain a faculty advisor.
 - 8.1.2 – Submit the New Club approval form which includes submission of their bylaws to the Executive Board.
 - 8.1.3 – Be approved by the Chapter Executive Board.
 - 8.1.4 – The members of clubs receiving Chapter funds shall not be eligible for academic credit (i.e. selective credit) for their participation in the club's routine activities.
 - 8.1.5 – All club members and leaders must be registered Chapter members.
- 8.2 – Requesting Chapter funding
 - 8.2.1 – Club funding occurs twice a year - once at the October meeting and once at the March meeting. Funding applications will not be considered outside of these deadline (unless it is New Club Funding).
 - 8.2.2 – The club must fill out the Club funding application and send it to the Executive Board by the stated due date.
 - 8.2.3 – Clubs must ensure submission of all documents (club bylaws and club member list) prior to the submission of their funding application to receive their funds.
 - 8.2.4 – Clubs are required to advertise SAVMA involvement in funding at their event.
- 8.3 – If any member of the Executive Committee is an officer in the club, he/she shall abstain from voting upon matters related to that club.

ARTICLE 9 – BYLAWS AMENDMENTS

- 9.1 – The members of TCSVM Chapter may amend these Bylaws at any of its Executive Board meetings.
- 9.2 – The By-laws shall be reviewed annually at which point the executive officers or general Tufts SAVMA members should bring any amendments to the attention of the President one week prior to the Executive board meeting. These amendments shall be voted on and approved by the entire executive board at said meeting.
- 9.3 – The proposed amendment(s) must be approved by the Chapter faculty advisors prior to final action.
- 9.4 – The Chapter shall advise national SAVMA and the AVMA of any amendments. They must be approved prior to final action.