

**APPROVED** by the  
*SAVMA HOD*



## **Bylaws of the Student American Veterinary Medical Association**

(Revised July 17th, 2023)

### **ARTICLE I – Name**

The name of this organization shall be the Student American Veterinary Medical Association (hereinafter referred to as “SAVMA”).

### **ARTICLE II - Object and Purposes**

#### Section 1 – Incorporation

SAVMA shall be incorporated under the laws pertaining to an Illinois not-for-profit corporation. SAVMA shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office is identical with that registered office and may have such other offices, within or without the State of Illinois, as the Executive Board may determine.

#### Section 2 – Purpose

The objective of SAVMA shall be to introduce veterinary students to the concept of organized veterinary medicine; to promote, enhance and support professionalism and veterinary medical education; to advocate for and promote diversity, equity, inclusion, and wellbeing in veterinary medical education and extracurricular programs; and to encourage the development and empowerment of students as leaders in the profession of veterinary medicine and the community as a whole.

#### Section 3 – Mission

The Student American Veterinary Medical Association (SAVMA) exists to support, empower, and inspire all veterinary students in improving their lives, education, and career, along with securing a better future for our profession through collaboration with our parent organization, the American Veterinary Medical Association (AVMA).

### **ARTICLE III – Members**

#### Section 1 – Membership Qualifications

Membership may be granted to any individual who:

- A. is currently enrolled as a student in a program of study leading directly to a professional veterinary degree. This includes students enrolled in a concurrent dual degree program
- B. meets additional criteria for one of the categories of membership as set forth in these Bylaws Article III, Section 2;
- C. shares interest in and supports the object and purposes of SAVMA;
- D. and abides by these Bylaws, the AVMA Bylaws, and such other policies, rules and regulations

that SAVMA or the AVMA may adopt.

## Section 2 – Categories of Membership

### A. Chapter

- a. Chapter membership may be granted to any individual who has met membership qualifications as specified in Article III, Section 1, and:
- b. a student at an AVMA-accredited school or college of veterinary medicine with a SAVMA Chapter, including satellite campuses

### B. Associate

- a. Associate membership may be granted to any individual who has met membership qualifications as specified in Article III, Section 1; and:
- b. does not qualify for membership as a chapter member; or
- c. is a member of the Student Associates of the AVMA at the respective school or college.

## Section 3 – Application

Individuals who meet the criteria set forth in Article III Sections 1 and 2 of these Bylaws, shall apply for membership directly to SAVMA. SAVMA members automatically shall become members of the SAVMA Chapters at their respective school or college (if one exists).

## Section 4 – Rights and Duties

All members shall be entitled to attend the member meetings and social functions of SAVMA, hold office in SAVMA, and serve on the Executive Board or the House of Delegates. No SAVMA member shall have the right to vote, without limitation, on the amendment of SAVMA's Articles of Incorporation, the merger or dissolution of SAVMA or the amendment of SAVMA's Bylaws. Nothing contained in this Article III, Section 4 shall affect the rights of members to vote in their capacity as members of the Executive Board, House of Delegates or any of SAVMA's councils or committees. All SAVMA members must maintain an active membership in SAVMA as well as the SAVMA Chapters or the Student Associates of SAVMA at their respective school or college (if one exists).

## Section 5 – Resignation, Disciplinary Action, and Reinstatement

- A. Resignation. Any SAVMA member may resign by filing a written resignation with the secretary, but such resignation shall not relieve the resigning member of the obligation to pay any dues, assessments, or other charges that are accrued and unpaid.
- B. Disciplinary Action. The SAVMA Executive Board (EB) by affirmative vote of two thirds of all of the members of the Executive Board may expel or suspend any SAVMA member for cause after an appropriate hearing and due process and may, by a majority vote of those present at any duly constituted meeting, terminate the membership of any member who becomes ineligible for membership or suspend or expel any member who shall be in default in the payment of dues, if any. Any individual who has been expelled or whose membership has been so terminated or suspended, shall have the right of appeal to the SAVMA House of Delegates (HOD) at its next regular meeting, requesting a review of the action of the Executive Board, and the House of Delegates may in its discretion take such action in regard thereto as it deems appropriate.
- C. Reinstatement. Upon written request signed by a former SAVMA member filed with the secretary, the SAVMA Executive Board may, by the affirmative vote of two thirds of the members of the Executive Board, reinstate such former member to membership on such

terms as the Executive Board may deem appropriate.

#### **ARTICLE IV – Dues and Assessments**

The dues for all members of SAVMA, and any applicable late fees or assessments, shall be determined by the SAVMA House of Delegates (HOD). The time for paying such dues and other assessments, if any, shall be determined by the SAVMA EB. Under special circumstances, the SAVMA EB, or its designee(s), may waive the annual dues and/or assessments for any member.

#### **ARTICLE V – Advisors and AVMA Affiliation**

##### Section 1 – Advisors

The advisors to SAVMA shall be AVMA members, as defined in the AVMA Bylaws, and shall be the AVMA Vice President, the AVMA Staff Advisor, the SAVMA Immediate Past President, and the Presidential Advisor(s). The advisors are encouraged to participate in all the SAVMA EB meetings and all the SAVMA HOD sessions.

##### Section 2 – AVMA Vice President

The AVMA Vice President shall serve as the official liaison from the AVMA Board of Directors to SAVMA, the SAVMA Chapters, and the Student Associates of SAVMA. The AVMA Vice President shall fulfill the role set forth in the AVMA Bylaws and shall communicate the activities of the AVMA to SAVMA. The AVMA Vice President shall be allowed to act on behalf of SAVMA regarding any or all matters, when appropriate, in accordance with applicable law.

##### Section 3 – AVMA Staff Advisor

The AVMA Staff Advisor shall be responsible for advising SAVMA on matters of AVMA policy, and keeping the AVMA Board of Directors informed of the activities of SAVMA. The AVMA Staff Advisor will be appointed by the AVMA Executive Vice President. The AVMA Staff Advisor shall be allowed to act on behalf of SAVMA regarding any or all matters, including fiscal inquiry, when appropriate, in accordance with applicable law.

##### Section 4 – SAVMA Immediate Past President

The SAVMA Immediate Past President shall serve as an advisor to the SAVMA EB and the SAVMA HOD providing historical information and perspective as needed. The term of office for the SAVMA Immediate Past President shall extend from the installation of the new President until the adjournment of the SAVMA HOD meeting held at the following SAVMA Symposium.

##### Section 5 – Presidential Advisor(s)

The President-elect shall select their Presidential Advisor, pending an approval vote by the SAVMA EB. The Presidential Advisor shall be an individual who can benefit SAVMA by advising from that person's perspective and experiences; and who can gain from better knowledge of SAVMA. The term of office for the Presidential Advisor shall coincide with the appointer's terms of office as President-elect and President of SAVMA. The Presidential Advisor must be a current member in good standing with the AVMA.

## Section 6 – AVMA Affiliation

SAVMA is chartered by and affiliated with the AVMA as a student organization and is required to meet the requirements established by the AVMA Board of Directors. SAVMA's general purposes and objectives shall be complementary and consistent with those of the AVMA and SAVMA shall advance the general and specific purposes of the AVMA at the student level. The SAVMA shall abide by, and conduct its affairs in accordance with AVMA's Bylaws, policies, rules and regulations, the SAVMA Bylaws, and any and all additional policies, rules and regulations that the AVMA, in its sole discretion, may amend or institute from time to time.

SAVMA shall maintain a working relationship with the AVMA (its parent organization) through the Advisors and any student representatives on AVMA entities as appointed by the AVMA or SAVMA.

## ARTICLE VI – Officers

### Section 1 – Officers

The officers of SAVMA shall be the President, President-elect, Secretary, Secretary- elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer- elect, Communications and Public Relations Officer, Communications and Public Relations Officer-elect, Editor in Chief, Editor in Chief-elect, Global and Public Health Officer, Global and Public Health Officer- elect, Veterinary Economics Officer, Veterinary Economics Officer-elect, Cultural Outreach Officer, Cultural Outreach Officer-elect, Chapter President Representative, Chapter President Representative-elect, Wellbeing Officer, and Wellbeing Officer-Elect.

### Section 2 – Officer Descriptions

#### A. President

- a. The President shall be the principal elected officer of SAVMA and shall supervise all of the business affairs of SAVMA as necessary.
- b. The President shall, in general, perform all duties customarily incident to the office of President. These duties shall include, but are not limited to:
  - i. presiding at all meetings of the SAVMA HOD and the SAVMA EB and shall work with the Secretary to prepare the agenda for said meetings;
  - ii. ensuring that all rules of SAVMA government are followed, as set forth in the governance documents;
  - iii. serving as an ex officio member, without a vote, of all committees and task forces;
  - iv. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v. serving as the SAVMA Delegate to the AVMA House of Delegates;
  - vi. directing the appointment of all committee members;
  - vii. attending and participating, without a vote, in all regular and special meetings of the AVMA Executive Board as an invited participant;
  - viii. promptly filling vacancies in liaison, representative, and committee positions, unless otherwise specified in these Bylaws;
  - ix. maintaining a written history for the organization for the duration of their term of office;
  - x. and performing such other duties as may be assigned by the SAVMAEB.
- c. The President shall be a voting member of the SAVMA EB, the President may only vote

in votes by ballot and where the President's vote will affect the outcome.

- d. The President shall succeed to the office of SAVMA Immediate Past President upon expiration of the President's term of office.

B. President-elect

- a. The President-elect shall become familiar with all duties and responsibilities of the office of the President.
- b. The President-elect shall, in general, perform all duties customarily incident to the office of President-elect. These duties shall include, but are not limited to:
  - i. serving as an ex officio member, without a vote, of all committees and task forces;
  - ii. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - iii. assisting the President and substituting for the President when necessary;
  - iv. serving as the SAVMA Alternate Delegate to the AVMA House of Delegates;
  - v. and performing such other duties as may be assigned by the President or the SAVMA EB.
  - vi. The President-elect shall be a voting member of the SAVMAEB.
  - vii. The President-elect shall succeed to the office of President upon expiration of the President's term of office, or in the event that the President is unable to fulfill their term.

C. Secretary

- a. The Secretary shall perform the duties normally expected of the secretary of an Illinois not-for-profit corporation. The Secretary's duties shall include, but are not limited to:
  - i. seeing that all notices are duly given in accordance with applicable law and these Bylaws;
  - ii. being custodian of the corporate records;
  - iii. keeping minutes of the meetings of the SAVMA EB and the SAVMA HOD;
  - iv. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
  - v. and performing such other duties as may be assigned by the President or the SAVMA EB.
- b. The Secretary shall be a voting member of the SAVMA EB.

D. Secretary-elect

- a. The Secretary-elect shall become familiar with all duties and responsibilities of the office of the Secretary.
- b. The Secretary-elect shall assist the Secretary and shall substitute for the Secretary when necessary.
- c. The Secretary-elect shall succeed to the office of Secretary upon expiration of the Secretary's term of office, or in the event that the Secretary is unable to fulfill their term.
- d. The Secretary-elect shall be a non-voting member of the SAVMA EB, even in the absence of the Secretary.
- e. The Secretary-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

E. Treasurer

- a. The Treasurer shall be the principal accounting and financial officer of SAVMA.

- b. The Treasurer shall, in general, perform all duties customarily incident to the office of Treasurer. The Treasurer's duties shall include, but are not limited to:
    - i. having charge of and responsibility for the maintenance of adequate books of account for SAVMA;
    - ii. having charge and custody of all funds and securities of SAVMA, and being responsible therefore, and for the receipt and disbursement thereof;
    - iii. depositing all funds and securities of SAVMA in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws;
    - iv. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - v. compiling committee budget requests into a spreadsheet for the annual budget proposal.
    - vi. and performing such other duties as may be assigned by the President or the SAVMA EB.
    - vii. The duties of the Treasurer may be assigned by the Board of Directors in whole or in part to the AVMA Staff Advisor.
  - c. The Treasurer shall be a voting member of the SAVMA EB.
- F. Treasurer-elect
- a. The Treasurer-elect shall become familiar with all duties and responsibilities of the office of the Treasurer.
  - b. The Treasurer-elect shall assist the Treasurer and shall substitute for the Treasurer when necessary.
  - c. The Treasurer-elect shall succeed to the office of Treasurer upon expiration of the Treasurer's term of office, or in the event that the Treasurer is unable to fulfill their term.
  - d. The Treasurer-elect shall be a non-voting member of the SAVMA EB, even in the absence of the Treasurer.
  - e. The Treasurer-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
- G. International Exchange Officer (IEO)
- a. The IEO shall maintain correspondence with the International Veterinary Student Association's (IVSA) Executive Committee and serve as the official representative between SAVMA and IVSA.
  - b. The IEO's duties shall include, but are not limited to:
    - i. representing SAVMA at the annual IVSA Summer Congress and IVSA Winter Symposium- where applicable and submitting copies of all correspondence to the AVMA Advisor and the SAVMA EB once available;
    - ii. serving as a member of the International Veterinary Experience Committee;
    - iii. corresponding with the president or representative of the local IVSA chapters at each US College/School of Veterinary Medicine to inform them about international exchange opportunities and help coordinate international activities;
    - iv. having responsibility for regularly updating the SAVMA IVSA website and making sure that SAVMA members are aware of this resource;
    - v. coordinating incoming and outgoing IVSA exchanges for international and U.S. veterinary students;

- vi. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - vii. and performing such other duties as may be assigned by the President or the SAVMA EB.
  - c. In the event the IEO or IEO-elect cannot attend the IVSA Summer Congress or Winter Symposium, they may attend a professional international veterinary conference of their choosing upon approval of the SAVMA EB.
  - d. The IEO shall be a voting member of the SAVMA EB.
- H. International Exchange Officer-elect (IEO-elect)
- a. The IEO-elect shall become familiar with all duties and responsibilities of the office of the IEO.
  - b. The IEO-elect shall assist the IEO and shall substitute for the IEO when necessary.
  - c. The IEO-elect shall succeed to the office of IEO upon expiration of the IEO's term of office, or in the event that the IEO is unable to fulfill their term.
  - d. The IEO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the IEO.
  - e. The IEO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
- I. Communications and Public Relations Officer (CPRO)
- a. The CPRO shall oversee SAVMA's communications, public relations, and media resources. The CPRO's duties shall include, but are not limited to:
    - i. Promote SAVMA and what it does for veterinary students
    - ii. management and maintenance of SAVMA's social media presence;
    - iii. assist the SAVMA Committees and Executive Board members in promoting their awards, grants, and scholarships;
    - iv. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - v. and performing such other duties as may be assigned by the President or the SAVMA EB.
  - b. The CPRO shall be a voting member of the SAVMA EB.
- J. Communications and Public Relations Officer-Elect (CPRO-elect)
- a. The CPRO-elect shall become familiar with all duties and responsibilities of the office of the CPRO.
  - b. The CPRO-elect shall assist the CPRO and shall substitute for the CPRO when necessary.
  - c. The CPRO-elect shall succeed to the office of CPRO upon expiration of the CPRO's term of office, or in the event that the CPRO is unable to fulfill their term.
  - d. The CPRO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the CPRO.
  - e. The CPRO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
- K. Editor in Chief
- a. The Editor in Chief shall be responsible for the publications of The Vet Gazette and SAVMA Newsletter. The Editor in Chief's duties shall include, but are not limited to:
    - i. having the responsibility to appoint any staff members who are necessary to conduct business;

- ii. overseeing the transition between schools hosting The Vet Gazette as quickly and efficiently as possible;
    - iii. serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - iv. and performing such other duties as may be assigned by the President or the SAVMA EB.
  - b. The Editor in Chief shall be a voting member of the SAVMAEB.
- L. Editor in Chief-elect
  - a. The Editor in Chief-elect shall become familiar with all duties and responsibilities of the office of the Editor in Chief.
  - b. The Editor in Chief-elect shall assist the Editor in Chief and shall substitute for the Editor in Chief when necessary.
  - c. The Editor in Chief-elect shall succeed to the office of Editor in Chief upon expiration of the Editor in Chief's term of office, or in the event that the Editor in Chief is unable to fulfill their term.
  - d. The Editor in Chief-elect shall be a non-voting member of the SAVMA EB, even in the absence of the Editor in Chief.
  - e. The Editor in Chief -elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
- M. Global and Public Health Officer (GPHO)
  - a. The GPHO's duties shall include, but are not limited to:
    - i. Serving as a resource for SAVMA members by promoting opportunities in Global Veterinary Medicine, public health and One Health.
    - ii. The GPHO shall serve as the SAVMA point of contact for any outside organizations promoting Global Veterinary Medicine, Public Health and One Health.
    - iii. The GPHO shall represent SAVMA at applicable organization meetings that focus on veterinary public health topics that could benefit SAVMA members.
    - iv. The GPHO shall oversee the Public Health and Community Outreach Committee (PHCOC) as an Executive Board advisor.
    - v. The GPHO shall manage and maintain the Gmail account: [SAVMA.GPHO@gmail.com](mailto:SAVMA.GPHO@gmail.com)
    - vi. Serving as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws;
    - vii. And performing such other duties as may be assigned by the President or the SAVMA EB.
  - b. The GPHO shall be a voting member of the SAVMA EB.
- N. Global and Public Health Officer-elect (GPHO-elect)
  - a. The GPHO-elect shall become familiar with all duties and responsibilities of the office of the GPHO.
  - b. The GPHO-elect shall assist the GPHO and shall substitute for the GPHO when necessary.
  - c. The GPHO-elect shall succeed to the office of GPHO upon expiration of the GPHO's term of office, or in the event that the GPHO is unable to fulfill their term.
  - d. The GPHO-elect shall be a non-voting member of the SAVMA EB, even in the



absence of the GPHO.

- e. The GPHO-elect shall serve as a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.

O. Veterinary Economics Officer (VEO)

- a. The VEO shall report and advise SAVMA EB and SAVMA HOD on economic issues as they pertain to veterinary students.
- b. The VEO's duties shall include, but are not limited to:
  - i. representing SAVMA at the annual AVMA Veterinary Economics Summit;
  - ii. serving as a member of the Education and Professional Development Committee and acting as a liaison between the committee and the SAVMA EB;
  - iii. corresponding with the AVMA Veterinary Economics Strategy Committee and disseminating their information to SAVMA EB and HOD;
  - iv. representing SAVMA at the VBMA's annual national meeting and reporting back to the SAVMA EB after said meeting. The VEO shall have the goal to strengthen the relationship between VBMA and SAVMA throughout their meetings and to ensure cooperation between the two organizations exists;
  - v. participating in the monthly SAVMA EB conference calls and contributing to them as appropriately needed;
  - vi. completing a project that will advance the knowledge and/or experience, and/or the skills of veterinary students in the fields of economics. The project shall answer the current needs of veterinary students in the fields of economics;
  - vii. serving as a non-voting member of the SAVMA HOD, at both Symposium and Convention, unless otherwise stipulated by these Bylaws;
  - viii. and performing such other duties as may be assigned by the President or the SAVMA EB.
- c. The VEO shall be a voting member of the SAVMA EB.
- d. The VEO shall communicate with the VEO-elect periodically and act as a resource to them. This is to ensure a smooth transition when it is time for the VEO-elect to become the VEO.
- e. The VEO, in conjunction with the VEO-elect, shall review the above by-laws on an annual basis and adjust them as needed. This shall be done after the VEO and VEO- elect have reviewed their engagements over the course of the year and based on the current needs of those they answer to.

P. Veterinary Economics Officer-elect (VEO-elect)

- a. The VEO-elect shall become familiar with all the duties and responsibilities of the office of the VEO.
- b. The VEO-elect shall assist the VEO and shall substitute for the VEO when necessary.
- c. The VEO-elect shall succeed to the office of the VEO upon expiration of the VEO's term of office, or in the event that the VEO is unable to fulfill their term.
- d. The VEO-elect shall stay current with the needs of veterinary students in the field of economics and shall be prepared to undertake a project that will answer said needs. The project will commence upon expiration of the VEO-elect's term of office and once transitioned into the VEO position.
- e. The VEO-elect shall be a non-voting member of the SAVMA EB, even in

- the absence of the VEO.
- f. The VEO-elect shall be a non-voting member of the SAVMA HOD, unless otherwise stipulated by these Bylaws.
  - g. The VEO-elect shall communicate with the VEO periodically and strive to learn from them as much as possible. This is to ensure a smooth transition when it is time for the VEO-elect to become the VEO.
  - h. The VEO-elect, in conjunction with the VEO, shall review the above by-laws on an annual basis and adjust them as needed. This shall be done after the VEO-elect and VEO have reviewed their engagements over the course of the year and based on the current needs of those they answer to.
- Q. Cultural Outreach Officer (COO)
- a. The COO shall serve to help with the development of cultural competency as well as diversity, inclusion, and overall well-being among veterinary students.
  - b. The COO's duties shall include, but are not limited to
    - i. representing SAVMA at the Iverson Bell Symposium and Iverson Regional Summits;
    - ii. Represent SAVMA at AAVMC Veterinary Health and Wellness Summit
    - iii. serve as a liaison to partner organizations;
    - iv. work with AVMA's Associate Director of International and Diversity Initiatives to align the efforts of the AVMA and SAVMA on diversity initiatives;
    - v. work with the Center for Excellence for Diversity in Veterinary medicine to promote completion of their online certificate;
    - vi. find new and innovative ways to promote diversity, inclusion, and well-being among all veterinary students;
    - vii. serving as a non-voting member of the SAVMA HOD.
  - c. The COO shall be a voting member of the SAVMA EB.
  - d. The COO shall serve as an advisor to the Integrative Communications and Diversity Committee (ICDC) and Wellbeing Committee
- R. Cultural Outreach Officer-elect (COO-elect)
- a. The COO-elect shall become familiar with all of the duties associated with the office of COO.
  - b. The COO-elect shall assist the COO and act in the place of the COO when deemed necessary.
  - c. The COO-elect shall succeed to the office of the COO upon expiration of the COO's term in office or in the event that the COO is unable to fulfill their term.
  - d. The COO-elect shall be a non-voting member of the SAVMA EB, even in the absence of the COO.
  - e. The COO-elect shall be a non-voting member of the SAVMA HOD, unless otherwise stipulated by these By-laws.
- S. Chapter President Representative (ChPR)
- a. The ChPR shall serve as a representative of the SAVMA Chapter Presidents and SAVMA Chapters.
  - b. The ChPR's duties shall include, but are not limited to:
    - i. Organize the SAVMA Chapter Presidents meetings at SAVMA Symposium and AVMA Convention.
    - ii. Assist with coordination of the SAVMA Chapter Presidents and House of

- Delegates joint meetings at SAVMA Symposium and AVMA Convention.
  - iii. Assist with the coordination of Chapter Summit.
  - iv. Encourage and facilitate communication between chapter presidents throughout the year.
  - v. Serve as a liaison to all SAVMA Chapter Presidents on the SAVMA EB.
    - 1. Work with the AVMA Program Coordinator to coordinate reminders to the Presidents for items on SAVMA calendar timeline.
    - 2. Encourage use of the SAVMA Chapter working groups to solve current issues of the SAVMA Chapters
  - c. The ChPR shall be a voting member of the SAVMA EB.
  - d. The ChPR will preside over the Chapter Presidents at all meetings and is not a member of the SAVMA HOD.
  - e. The ChPR shall serve or have previously served as a SAVMA Chapter President.
- T. Chapter President Representative-elect (ChPR-elect)
- a. The ChPR-elect shall become familiar with all duties and responsibilities of the office of the Chapter President Representative.
  - b. The ChPR-elect shall assist the ChPR and act in the place of the ChPR when deemed necessary.
  - c. The ChPR-elect shall succeed to the office of the ChPR upon expiration of the ChPR's term in office or in the event that the ChPR is unable to fulfill their term.
  - d. The ChPR-elect shall be a non-voting member of the SAVMA EB, even in the absence of the ChPR.
  - e. The ChPR will currently serve or have previously served as a local SAVMA Chapter President or SAVMA Chapter President-elect.
- U. Wellbeing Officer
- a. The Wellbeing Officer's position responsibilities will include, but are not limited to:
    - i. Serving as liaison between the SAVMA Executive Board, the general public, SAVMA members, the AAVMC, the AVMA, and the SAVMA Wellbeing Committee
    - ii. Working with other executive board members to identify wellbeing concerns within the veterinary field and implement strategies to address said concerns
    - iii. Maintaining documentation of individual wellbeing programs within AVMA-accredited schools to disperse to delegates
    - iv. Creating a network between local SAVMA chapters and wellbeing speakers connected with the AVMA and AAVMC and maintain documentation of speakers/experts who can provide wellbeing information to SAVMA members.
    - v. Attending AVMA and AAVMC meetings to relay wellbeing information between these organizations and SAVMA delegates.
  - b. The Wellbeing Officer will serve as a voting member of the SAVMA EB.
- V. Wellbeing Officer-Elect
- a. The Wellbeing Officer-elect's position responsibilities will include, but are not limited to:
    - i. The Wellbeing Officer-elect familiarizes themselves with all duties and responsibilities of the Wellbeing Officer
    - ii. The Wellbeing Officer-elect shall assist to the office of the Wellbeing Officer and substitute for the Wellbeing Officer whenever necessary
    - iii. The Wellbeing Officer-elect shall succeed to the office of the Wellbeing Officer upon expiration of the wellbeing Officer term of office, or in the event that the Wellbeing Officer is unable to fulfill their term.
  - b. The Wellbeing Officer-elect shall be a non-voting member of the SAVMA EB
  - c. The Wellbeing Officer-elect shall be a non-voting member of the SAVMA HOD, unless otherwise stipulated by these bylaws.

### Section 3 – Terms & Elections

- A. Officers shall serve the following terms in office, or until such time as their successors are duly elected and installed. The term shall begin at installation during a SAVMA HOD meeting for members of SAVMA HOD or at the SAVMA Chapter President's meetings.
- The President, Secretary, Treasurer, Communications and Public Relations Officer, International Exchange Officer, Editor in Chief, the Global and Public Health Officer, the Veterinary Economics Officer, the Cultural Outreach Officer, and the Chapter President Representative shall serve on the SAVMA EB from installation at the SAVMA Symposium until the following SAVMA Symposium.
  - The President-elect, Secretary-elect, Treasurer-elect, Editor in Chief-elect, International Exchange Officer-elect, the Communications and Public Relations Officer-elect, and the Chapter President Representative-elect shall serve on the SAVMA EB from installation at SAVMA Symposium until they take over their respective office at the following SAVMA Symposium.
  - The Global and Public Health Officer-elect, Veterinary Economics Officer-elect, and the Cultural Outreach Officer-elect shall serve on the SAVMA EB from installation at AVMA Convention until the following SAVMA Symposium.
- B. Nominations and elections for Global and Public Health Officer-elect, Veterinary Economics Officer-elect, Cultural Outreach Officer-elect, and the Wellbeing Officer-elect shall be made at the SAVMA HOD meeting during the AVMA Annual Convention.
- C. Nominations and elections for President-elect, Secretary-elect, Treasurer-elect, Editor in Chief elect, International Exchange Officer- elect, and the Communications and Public Relations Officer-elect shall be made at the SAVMA HOD meeting during the annual SAVMA Symposium.
- D. Nominations and elections for the Chapter President Representative-elect shall be made at the SAVMA Chapter Presidents meeting during the annual SAVMA Symposium.
- E. All nominees must be able to serve their full term as described in Article VI, Section 3, A.
- F. All elections shall require a majority vote of the SAVMA HOD voting at a duly convened meeting where a quorum is present.
- a. An exception shall be made for the elections of the ChPR-elect role, in which a majority vote of the SAVMA Chapter Presidents and Chapter Presidents-elects in attendance is required.
- G. In the event that one candidate does not receive a majority on the first balloting, the two candidates receiving the most votes shall move to a second balloting. If there is a tie for the second position, both nominees may advance to the second balloting.
- H. In the event of a tie, the President shall cast the deciding vote.
- I. Nominations for officer and officer-elect positions shall include a resume. Nominees shall be required to address the SAVMA HOD in support of their nomination.
- J. Only delegates representing Chapter members and Chapter members of satellite campuses, as defined by articles VIII Section 3 and 5, who have attended at least one SAVMA HOD meeting may run for and hold office.
- a. An exception shall be made for the ChPR-elect role, in which only SAVMA Chapter Presidents or SAVMA Chapter President-elects

representing Chapter members and Chapter members of satellite campuses who have attended at least one SAVMA Chapter Presidents' meeting may run for and hold office.

#### Section 4 – Installation of officers

- A. Installation of the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer-elect, Communications and Public Relations Officer, Communications and Public Relations Officer-elect, Editor in Chief, Editor in Chief-elect, Global and Public Health Officer, Veterinary Economics Officer, Cultural Outreach Officer, and Wellbeing Officer shall take place on the last day of the SAVMA HOD meeting at the annual SAVMA Symposium.
- B. The installation of the Global and Public Health Officer-elect, Veterinary Economics Officer-elect, Cultural Outreach Officer-elect, and the Wellbeing Officer-elect shall take place on the last day of the SAVMA HOD meeting at the AVMA Annual Convention.

#### Section 5 – Resignation or unable to fulfill duties, removal, and succession of a SAVMA Officer

- A. Any officer may resign at any time by submitting written notice to the SAVMA EB. The SAVMA EB will inform the AVMA Staff Advisor(s) and the SAVMA HOD within 5 working days of receipt of the resignation. In the case of a SAVMA Officer being physically unable to fulfill duties of their office, all SAVMA EB members, the SAVMA HOD, and the AVMA Staff Advisor(s) shall be informed of the announcement.
- B. Removal of a SAVMA Officer from their elected position must be by 2/3 vote of the SAVMA EB. This vote cannot occur via electronic means other than phone conference. Parliamentary rules must be strictly enforced for this vote and prior discussion. The SAVMA EB will inform the SAVMA HOD within 5 working days of the removal of a SAVMA Officer. Reasons for removal of a SAVMA Officer include, but are not limited to:
  - a. Failure to perform the duties of the elected office as outlined in these Bylaws.
  - b. Failure to attend two (2) consecutive meetings without prior approval by the President and/or the SAVMA EB or failure to attend three (3) consecutive meetings. Meetings of the SAVMA EB may be electronic (including, but not limited to, via telephone) or in person.
  - c. Failure to attend any of the regularly scheduled SAVMA HOD meetings.
  - d. Inappropriate representation of SAVMA and/or the AVMA.
  - e. Whenever it is the judgment of the SAVMA EB that the best interests of SAVMA would be served by removing the officer
- C. All proceedings to remove an officer must be presented to the AVMA Staff Advisor(s) for review and recommendation prior to a SAVMA EB vote to remove a SAVMA Officer. The AVMA Executive Vice President and the AVMA Staff Advisor(s) must be informed of the removal of a SAVMA Officer within 5 working days of the vote to remove said officer. If the position vacated has an elect, the elect shall take over. Should an elect fill the vacancy for an office they shall serve the remainder of that term along with the full term for which they were elected. If the office does not have an elect position, then the President shall oversee the appointment of such officer without undue delay at the next scheduled meeting of the SAVMA EB, or at a meeting called for that purpose. An officer elected or appointed pursuant to this Section shall hold office until the next meeting of the SAVMA HOD at which the election of such officer is in the regular order of business.
- D. Removal and/or resignation of an officer will result in removal and/or resignation of that

officer from the SAVMA EB.

## **ARTICLE VII – SAVMA Executive Board**

### Section 1 – Authority and Responsibility

- A. The affairs of SAVMA shall be managed by the SAVMA Board of Directors (which shall be referred to in these Bylaws as the “SAVMA Executive Board” or “SAVMA EB”), which shall have supervision, control and direction of SAVMA, shall determine organizational policies or changes therein within limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds.
- B. The SAVMA EB shall act for and on behalf of the SAVMA HOD between sessions of the SAVMA HOD.
- C. The SAVMA EB may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in execution of the powers granted, appoint such agents as it may consider necessary.
- D. The SAVMA EB shall provide reports to the SAVMAHOD.

### Section 2 – Composition

The SAVMA EB shall be composed as follows: the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer-elect, Communications and Public Relations Officer, Communications and Public Relations Officer-elect, Editor in Chief, Editor in Chief -elect, Global and Public Health Officer, Global and Public Health Officer-elect, Veterinary Economics Officer, Veterinary Economics Officer-elect, the Cultural Outreach Officer, the Cultural Outreach Officer-elect, the Chapter President Representative, the Chapter President Representative-elect, Wellbeing Officer, and the Wellbeing Officer-elect.

### Section 3 – Invited Participants

The SAVMA EB shall have the ability to invite anyone they feel necessary as a guest to all regular and special meetings of the SAVMA EB.

### Section 4 – Regular Meetings

The SAVMA EB may take action to set the time, date, and place for holding a regular annual meeting of the SAVMA EB and additional regular meetings of the SAVMA EB without other notice than such action.

### Section 5 – Special Meetings

- A. Special meetings of the SAVMA EB may be called by, or at the request of the President or upon written request to the Secretary of five (5) members of the SAVMA EB. Notice of any special meeting of the SAVMA EB shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting.
- B. Attendance of a SAVMA EB member at any meeting shall constitute a waiver of notice of such meeting except where a SAVMA EB member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called and convened.

### Section 6 – Quorum

A majority of the voting members, as defined by Article VI Section II, of the SAVMA EB shall constitute a quorum for the transaction of business at any duly called meeting of the SAVMA EB, provided that when less than quorum is present at said meeting, a majority of the SAVMA EB members present may adjourn the meeting to another time without further notice.

#### Section 7 – Manner of Acting

The act of a majority of the voting members of the SAVMA EB present at a duly called meeting at which a quorum is present shall be the act of the SAVMA EB, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

### **ARTICLE VIII – SAVMA House of Delegates**

#### Section 1 – Authority and Responsibility

The SAVMA HOD shall be the legislative body of SAVMA and shall, in principle, be the voice of the members. It shall be the principal body within SAVMA responsible for establishing professional policies and providing direction for matters relating to student veterinary medicine. In addition to such other duties as set forth in these Bylaws, the SAVMA HOD shall:

- A. Amend, alter, or repeal the Bylaws in accordance with Article XVI of these Bylaws;
- B. Adopt such rules and regulations for the conduct of its business as shall be deemed advisable;
- C. Be the representative body of the Chapter and Associate Members of SAVMA;
- D. Solicit, process, and communicate membership needs to the SAVMAEB;
- E. Vote on all matters properly brought before the HOD
- F. Review and approve committee and officer reports presented during the HOD sessions.

#### Section 2 – Composition

The SAVMA HOD shall be composed of Chapter Delegates, Associate Delegates, Satellite Chapter Delegates, and Officers as defined in these Bylaws.

#### Section 3 – SAVMA House of Delegates representation for Chapter Members

- A. There shall be two delegates, referred to as Junior Delegate (in their first term in the SAVMA HOD) and Senior Delegate (for their second and/or final term in the SAVMA HOD), with voting privileges from each of the veterinary schools and colleges that meet one of the following provisions:
  - a. U.S. and Caribbean veterinary schools or colleges that are AVMA accredited and have 80% of the student body as SAVMA members.
  - b. AVMA accredited International (non-U.S. and non-Caribbean) veterinary schools or colleges with a SAVMA Chapter and have 40% of the student body as SAVMA members.
- B. If the above percentages of SAVMA membership is not achieved 30 days prior to a SAVMA HOD meeting, the SAVMA Chapter may maintain Delegates in the SAVMA HOD, without voting privileges.

- C. Delegates of universities and colleges facing extenuating circumstances may retain voting privileges within the House of Delegates at the discretion of the SAVMA Executive Board if the following provisions are met:
  - a. Met the requirements listed in Article 8, Section 3, Subsection A or were granted voting privileges by the Executive Board within the previous year.
  - b. U.S. and Caribbean veterinary schools or colleges that are AVMA-accredited and have 51% of the student body as SAVMA members.
  - c. AVMA-accredited International (non-U.S. and non-Caribbean) veterinary schools or colleges with a SAVMA Chapter and have 21% of the student body as SAVMA members.

#### Section 4 – SAVMA House of Delegates representation for Associate members

- A. There may be two delegates, referred to as Junior Delegate (in their first term in the SAVMA HOD) and Senior Delegate (for their second and/or final term in the SAVMA HOD), with non-voting privileges from each of the veterinary schools and colleges that meet all of the following criteria for Associate membership:
- B. The Associate members of that school must maintain 80% of their enrolled student body as SAVMA Associate Members and maintain at least 80% membership in the local student organization.
- C. The request for representation by a new Associate organization will be made at a meeting of an officially convened SAVMA HOD and may be granted at the following meeting upon review of the application materials as outlined in the SAVMA Governance Documents.
- D. Upon the recommendation of the SAVMA Advisors, approval of the representation by an Associate organization in the SAVMA HOD will be granted by a majority vote of the SAVMA HOD.

#### Section 5 – SAVMA House of Delegates representation for Chapter Members at Satellite Campuses

- A. There shall be up to two delegates (minimum of one) representing satellite campuses from each of the veterinary schools and colleges, referred to as Junior Delegate (in their first term in the SAVMA HOD) and Senior Delegate (for their second and/or final term in the SAVMA HOD), with voting privileges granted to the Senior Delegate of the satellite campuses that meet one of the following requirements:
  - a. U.S. and Caribbean veterinary schools or colleges that are AVMA accredited with a SAVMA Chapter that have a 2+2 education program with a satellite campus and have 80% of the student body on the satellite campus as SAVMA members.
  - b. AVMA accredited International (non-U.S. and non-Caribbean) veterinary schools or colleges with a SAVMA Chapter that have 2+2 education programs with a satellite campus and have 40% of the student body on the satellite campus as SAVMA members.
- B. The request for representation by a SAVMA Chapter that has a 2+2 education program with a satellite campus for new Satellite Chapter Delegates will be made at a meeting of an officially convened SAVMA HOD and may be granted at the following meeting upon review of the application materials as outlined in the SAVMA Governance Documents.
- C. Upon the recommendation of the SAVMA Advisors, approval of the Satellite Chapter Delegates in the SAVMA HOD will be granted by a majority vote of the SAVMA HOD.

#### Section 6 – Qualifications for Delegates



All Delegates must be members of SAVMA and the SAVMA Chapter at their respective school or college (if one exists). Delegates must be appointed according to the governance documents of the respective SAVMA Chapter or Associate organization. All SAVMA Chapters or Associate organizations entitled to representation in the SAVMA HOD shall submit the names of their Delegates to the SAVMA EB and AVMA Staff Advisor.

#### Section 7 – Terms for Delegates

Junior delegates shall begin their term of office by December 31st during their first year of veterinary school, unless granted an exception by the SAVMA EB. Delegates shall serve a two (2) year term of office after being appointed by their SAVMA Chapter or Associate organization, unless granted an exception by the SAVMA EB.

#### Section 8 – Meetings

Officially scheduled SAVMA HOD meetings shall take place during the annual SAVMA Symposium and the AVMA Annual Convention in accordance with the Manual of the SAVMA House of Delegates and these Bylaws. The President shall provide a copy of the proposed agenda for the meeting to all Delegates, Officers, and Advisors in advance of the meetings.

#### Section 9 – Quorum

Representation from two-thirds of the Delegates with voting privileges shall constitute a quorum for the transaction of business in the SAVMA HOD. Delegates must be registered with the Secretary in order to cast their votes and be counted when establishing a quorum for the SAVMA HOD. The act of a majority of the Delegates with voting privileges present at a duly called meeting of the SAVMA HOD at which a quorum is present shall be the act of the SAVMA HOD, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

#### Section 10 – Attendance/Exercise of Voting Rights

SAVMA members shall have the right to attend all meetings of the SAVMA HOD. Only Delegates shall have the right to vote on behalf of the SAVMA Chapter or SAVMA Chapter Satellite Campus that they represent. Each Chapter Delegate has the right to one vote; however in the event that one Chapter Delegate appointed to represent a particular SAVMA Chapter is absent at any meeting of the SAVMA HOD, the other Chapter Delegate appointed to represent such SAVMA Chapter shall have the right to request two (2) votes at the time of registration with the Secretary. The Senior Delegate of satellite campuses of a SAVMA Chapter that have a 2+2 education program has the right to one vote; however, in the event that the Senior Delegate is absent at any meeting of the SAVMA HOD, the Junior Delegate appointed to represent such SAVMA Chapter Satellite Campus shall have the right to request their Senior Delegate's one (1) vote at the time of registration with the Secretary.

#### Section 11 – Resignation and Removal

- A. Resignation- Any Delegate may resign at any time by giving notice to their SAVMA Chapter or Associate organization, the SAVMA EB, and the AVMA Staff Advisor.
- B. Removal from Local Chapter - Any Delegate may be removed by the SAVMA Chapter or Associate organization entitled to appoint such Delegate, whenever, in its judgment, the best

interests of SAVMA would be served by such removal.

### C. Removal from HOD

- a. Any Delegate may be removed from their position in the SAVMA HOD by a 2/3 vote of the SAVMA EB. This vote must occur at an in-person or via electronic means such as phone or video conference. Parliamentary rules must be strictly enforced for this vote and prior discussion. The SAVMA EB will inform the affected SAVMA Delegate and SAVMA Chapter or Associate organization within 5 working days of the removal of a SAVMA Delegate. If the SAVMA chapter wishes, they may opt to replace the removed delegate with a newly elected delegate, however, it is under the chapter's discretion to remove said delegate from their local board. Reasons for removal of a SAVMA Delegate include, but are not limited to:
  - i. Failure to perform the duties of the elected office, without reason, as outlined in these Bylaws.
  - ii. Failure to communicate effectively with Committee Chair or EB Liaison without reason
  - iii. Failure to attend any of the regularly scheduled SAVMA HOD meetings without prior notification to the appropriate officers/advisors.
  - iv. Inappropriate representation of SAVMA and/or the AVMA.
  - v. Whenever it is the judgment of the SAVMA EB that the removal is in the best interests of SAVMA.

### Section 12 – Vacancies

In the event of the death, resignation, removal, or incapacity of a Delegate, the SAVMA Chapter or Associate organization represented by such Delegate shall name a qualified member to serve until the conclusion of such Delegate's term and notify the SAVMA EB and the AVMA Staff Advisor of the vacancy and newly appointed replacement Delegate.

## **ARTICLE IX – SAVMA Chapters**

### Section 1 – Dual Membership

All SAVMA members must maintain an active membership in SAVMA as well as the SAVMA Chapter at their respective school or college (if one exists).

### Section 2 – Formation

The SAVMA EB may authorize students of an AVMA accredited college or school of veterinary medicine to establish a student chapter ("SAVMA Chapter"), subject to such requirements as to membership, organization, affiliation, procedures, and financial responsibility as the SAVMA EB may prescribe. The Bylaws of any such SAVMA Chapter shall not conflict with SAVMA's Bylaws or AVMA's Bylaws and shall

be subject to the review and approval of the SAVMA EB. All SAVMA Chapters shall:

- A. Be organized and operated in accordance with these Bylaws, and such additional rules, regulations and policies as may be adopted by the SAVMA EB or AVMA from time to time;
- B. Fulfill criteria for affiliation as may be established by the SAVMA EB from time to time, including the following:
  - a. The college of veterinary medicine must be accredited or approved by the AVMA Council on Education; and
  - b. Have the endorsement of the dean of the college of veterinary medicine; and
  - c. Have at least 60% of the eligible students of veterinary medicine as members from AVMA accredited veterinary schools or colleges within the U.S. and Caribbean or 40% of eligible students as members if they attend an AVMA accredited veterinary school or college outside of the U.S. and Caribbean;
- C. Enter into chapter agreements with SAVMA;
- D. Be issued a charter by SAVMA signed by the SAVMA President and the AVMA Vice President; and
- E. Organize and conduct their activities in such a manner as to establish its fundamental alignment and functional compatibility with SAVMA and AVMA.

A SAVMA Chapter's general purposes and objectives shall be complementary and consistent with those of SAVMA and AVMA and the SAVMA Chapter shall advance the general and specific purposes of SAVMA and AVMA. All members of a SAVMA Chapter must be members of SAVMA.

### Section 3 – Probation and Termination

Any SAVMA Chapter that does not continue to meet the criteria set forth in subsection 2 B of this Article at the end of a membership year, will immediately be placed on probation for one year. If a Chapter fails to fulfill all three criteria set forth in subsection 2 B of this Article by the end of the probation period, the Chapter shall be terminated. Any SAVMA Chapter may also be terminated at any time and in such manner and after such investigation as the SAVMA EB may deem necessary. Upon termination of a SAVMA Chapter, all of the SAVMA Chapter's records, materials, funds and other assets shall be transferred to SAVMA.

### Section 4 – Representation

SAVMA Chapters shall be entitled to use SAVMA's name only to the extent and in such a manner as authorized by the chapter agreement.

### Section 5 – Meetings

Each SAVMA Chapter may hold such meetings as it deems appropriate.

## **ARTICLE X – Standing Committees; Advisory/Ad-hoc Committees; Task Forces**

### Section 1 – Standing Committees; Advisory/Ad-hoc Committees; Task Forces

- A. Qualifications
  - a. All members of the SAVMA HOD shall be eligible to serve on a standing committee.

- B. Term
  - a. Committee members' terms on a standing committee shall coincide with the duration of their term as delegate, unless granted an exception by the SAVMA EB.
- C. Appointments to Standing Committees
  - a. The President shall appoint Delegates to any and all standing committees listed in the SAVMA Governance Documents. Committee members shall take their position at the SAVMA HOD meeting at which they are appointed.
- D. Meetings
  - a. Each standing committee shall meet in person each time the SAVMA HOD convenes. Each standing committee may hold such number of additional meetings as provided for in the SAVMA budget.
- E. Policies and Procedures
  - a. The SAVMA HOD shall develop and approve policies and procedures for the operation of all committees. All committees shall report to the SAVMA HOD and SAVMA EB.
  - b. Each committee shall submit, to the Secretary, a written report of meeting minutes, activities, and proposed activities thirty (30) days in advance of the SAVMA Symposium HOD meeting, after the SAVMA HOD meetings at both Symposium and AVMA national convention, and as requested by the SAVMAEB.
  - c. Any person who represents SAVMA at a meeting of another organization, and/or receives money other than a prize from SAVMA must submit a written report of related activities to the SAVMA HOD within 30 days.
- F. Quorum and Manner of Acting
  - a. At all meetings of any committee, a majority of the members thereof shall constitute a quorum for the transaction of business. The act of a majority of the committee members present at a duly called meeting at which a quorum is present shall be the act of the committee, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.
  - b. One or two member(s) of each standing committee shall be designated, by the members of the committee, as Chair or Co-Chairs of the committee.
  - c. Standing committees shall be established or dissolved by amendment to these Bylaws and shall report to the SAVMA HOD in accordance with the Manual of the SAVMA HOD and these Bylaws.
  - d. Each committee shall appoint one outgoing Sr Delegate committee member to serve as an Immediate Past Committee Member for 1 year, beginning at AVMA Convention
    - i. This person shall serve as a non-voting resource to ensure committee continuity through guidance and advice to avoid duplicative efforts from prior years, allowing their respective committee to serve students in the most effective capacity.
    - ii. This position is encouraged to participate in team meetings (calls, video chat, etc.) and email correspondence but is not required to attend SAVMA Symposium or AVMA Convention.
- G. The Standing Committees are:
  - a. Animal Welfare Environmental Stewardship Committee (AWESC)
    - i. The AWESC shall identify and report to the SAVMA HOD any topics related to animal welfare, the human-animal bond, and environmentalism which

- may impact professional ethics, animal health and wellbeing, or the veterinary community.
- ii. The AWESC shall act as a resource for, and promote student awareness and participation regarding animal welfare, the human-animal bond, and the environment. This shall include, but is not limited to information on, and topics apropos, companionship, food, fiber, recreation, work, education, exhibition, and research animals, international environmental affairs, and relevant legislation, regulations, and public policies.
  - iii. The AWESC chair or the chair's appointee shall act as a voting member of, and student representative to, the AVMA Human-Animal Bond Committee.
- b. Education and Professional Development Committee (EPDC)
- i. The EPDC shall serve to facilitate the professional development of veterinary students, promote education regarding current veterinary economic issues, and encourage the development and refinement of veterinary educational programs at veterinary schools and colleges in the United States and other AVMA-accredited institutions.
  - ii. The EPDC shall encourage SAVMA Chapters and SAVMA Associates to become involved in the development of curriculum and educational opportunities at their respective schools and colleges.
  - iii. The EPDC shall encourage the development of teachers at academic institutions.
  - iv. The EPDC shall maintain a liaison with the Association of American Veterinary Medical Colleges (AAVMC).
  - v. The EPDC shall maintain a liaison with the American Association of Veterinary State Boards (AAVSB).
  - vi. The EPDC shall maintain a liaison with the International Council for Veterinary Assessment (ICVA).
- c. Governmental Affairs Committee (GAC)
- i. The GAC shall survey current legislative actions applicable to veterinary medical students and report such actions to the SAVMA HOD.
  - ii. The GAC shall sponsor informational programs to distribute legislative materials to each of the SAVMA Chapters and SAVMA Associates.
  - iii. The GAC shall support programs for legislative awareness at member veterinary schools.
  - iv. The GAC chair or the chair's appointee will serve as a student liaison to the AVMA Political Action Committee.
  - v. The GAC chair or the chair's appointee will serve as a committee representative to the AVMA Legislative Advisory Committee.
- d. Integrative Communications and Diversity Committee (ICDC)
- i. The ICDC shall serve to present ideas and suggestions on ways to enhance communication among the AVMA, SAVMA, and the SAVMA Chapters and the SAVMA Associates.
  - ii. The ICDC shall provide ideas for the promotion of veterinary medicine within the community and sponsor projects with this goal.

- iii. The ICDC shall promote and facilitate diversity programs and/or opportunities among the veterinary community.
- iv. The ICDC shall communicate and address the concerns of our student body to the SAVMA HOD.
- e. International Veterinary Experience Committee (IVEC)
  - i. The IVEC shall promote the advancement of veterinary education and veterinary student collaboration worldwide.
  - ii. The IVEC shall facilitate individual and group exchange programs with other International Veterinary Students' Association (IVSA) Member Organizations in collaboration with the SAVMA IEO and IEO-elect.
  - iii. The IVEC shall distribute information about the activities of the International Veterinary Students' Association (IVSA) and encourage SAVMA members to participate in IVSA events and international activities.
  - iv. The IVEC shall support and act as a resource for veterinary students seeking global involvement.
  - v. The IVEC shall maintain a liaison to the AVMA Committee on International Veterinary Affairs (CIVA). This liaison shall be elected during the committee meetings of the HOD at AVMA Convention.
- f. Public Health and Community Outreach Committee (PHCOC)
  - i. The PHCOC shall promote community outreach at the chapter level as well as on the national level.
  - ii. The PHCOC shall promote public health issues and coordinate public health concerns with the GPHO and GPHO-elect.
  - iii. The PHCOC shall act as a resource for emerging and interdisciplinary health issues which affect the veterinary profession.
  - iv. The PHCOC will also encourage student chapters and associates to become involved in emerging health issues through community outreach and educational events.
  - v. The PHCOC shall assist in the provision of practical experience for SAVMA members.
  - vi. The PHCOC shall assist in increasing youth interest in careers related to veterinary medicine or allied health careers, specifically areas of Native American Nations, food animal medicine, and any other areas that may be deficient in veterinary care.
- g. Wellbeing Committee (WC)
  - i. The WC shall serve to promote student physical, mental, and emotional wellbeing at veterinary schools in the United States and other AVMA-accredited institutions in an effort to contribute to the enhancement of wellness within the veterinary profession.
  - ii. The WC shall encourage SAVMA Chapters to become involved in student wellbeing initiatives at their respective schools and colleges.
  - iii. The WC shall facilitate and share wellbeing programs and/or opportunities within the veterinary student community between all veterinary schools, and AVMA-accredited institutions and will communicate SAVMA member wellbeing-related affairs to the HOD.

## Section 2 – Advisory/Ad Hoc Committees and Task Forces

The SAVMA EB or the SAVMA HOD may form such advisory or ad hoc committees or task forces as are necessary or appropriate to support the purposes of SAVMA. An ad hoc committee created by the SAVMA EB or SAVMA HOD shall terminate after three (3) years from the date of its creation, unless renewed by the SAVMA EB or SAVMA HOD. A task force created by the SAVMA EB or SAVMA HOD shall terminate after one (1) year from the date of its creation, unless renewed by the SAVMA EB or SAVMA HOD. Ad hoc committees and task forces may be established for longer periods with the approval of the SAVMA EB or SAVMA HOD. The action establishing such a committee or task force shall set forth the committee's or task force's purpose and composition.

### **ARTICLE XI – The Vet Gazette Section 1 – Circulation**

- A. All members of SAVMA shall receive a subscription and/or access to the journal upon payment of membership dues.
- B. Only SAVMA members are eligible for award monies, contingent upon providing their SAVMA ID number with their submission.
- C. Submissions for The Vet Gazette shall be called for at least four (4) times per year.

## Section 2 – Management

- A. Editor
  - a. The Editor is responsible for coordination of all aspects of the publication and distribution.
  - b. The Editor is a voting member of the SAVMA EB and shall have a thorough understanding of SAVMA.
- B. Editorial Rights
  - a. It is the goal of SAVMA in publishing The Vet Gazette to promote all aspects of veterinary medicine, and to represent and support all points of view on topics pertinent to veterinary medicine, with the exception of those that may conflict with AVMA Policy Statements and Guidelines, and the Veterinary Code of Ethics.
  - b. SAVMA, Editor in Chief, and the AVMA reserve the right to edit or withhold publication of any submissions.

### **ARTICLE XII – Electronic Meetings & Communications**

#### Section 1 – Electronic Meetings

Any action to be taken by a SAVMA EB, SAVMA HOD, committee or task force may be done through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other simultaneously. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating. Notice of an electronic meeting must be delivered at least forty-eight (48) hours prior to the meeting.

#### Section 2 – Electronic Communication

Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by e-mail or other electronic means; (ii) any action or approval required to be written may be transmitted or received by e-mail or other electronic means.

## **ARTICLE XIII – SAVMA Symposium**

### Section 1 – Purpose

The SAVMA Symposium shall be designed to permit students with an opportunity to become familiar with areas of veterinary medicine that are not usually covered in their regular curricula.

### Section 2 – Time and Place

The SAVMA Symposium shall be held annually in accordance with the SAVMA Symposium Manual. The annual meeting of SAVMA members shall be held during the SAVMA Symposium at such time as shall be determined by the SAVMA EB. Notice of the annual meeting of SAVMA members shall state the time, date, place and purpose of the meeting and shall be delivered not more than sixty and not less than five days prior to the date of such meeting, unless otherwise required by applicable law.

### Section 3 – Bids

The SAVMA HOD shall select the SAVMA Symposium site from submitted bids two years in advance of the proposed SAVMA Symposium as outlined in the SAVMA Symposium Manual.

### Section 4 – Symposium General Manager(s), Treasurer, and Fundraising Chair Selection

The Host school which has been awarded the symposium by the SAVMA HOD shall select up to two Symposium General Managers, one Treasurer, and up to one Fundraising Chair. Upon selection of these positions the Host school will notify the SAVMA EB and the AVMA Staff Advisor(s).

### Section 5 — Finances

- A. The Host School Symposium Planning Committee shall maintain banking accounts at the same location as SAVMA accounts unless otherwise permitted by the SAVMA EB.
- B. The SAVMA Symposium Treasurer, the SAVMA Treasurer and the AVMA staff advisor shall be the sole custodians of the resources of the SAVMA Symposium.
- C. A strict accounting of all funds received and expended and all accounting records, including all cancelled checks (or photocopies) and all bank statements, shall be sent to the AVMA Staff Advisor and the SAVMA EB, ten (10) days prior to the start of the AVMA Annual Convention unless an extension is granted by the SAVMA EB.
- D. The SAVMA Treasurer shall be informed quarterly of all debits or credits to all fiscal accounts related to the hosting of the SAVMA Symposium.
- E. An emergency fund, which is approximately equal to 25% of the average gross cost of the past two SAVMA Symposia, shall be held as reserves and shown on a balance sheet reviewed annually by SAVMA. These funds are to be maintained as a contingency against debts incurred, and may be disbursed upon approval of the SAVMA EB.
- F. Student Chapters or Associate organizations may not, prior to being awarded the SAVMA Symposium bid, solicit funding or promises of funding without the express consent of the SAVMA EB.
- G. All profits and losses from educational symposia are the sole property and responsibility of SAVMA.

### Section 6 — Symposium General Manager Report



The SAVMA Symposium General Manager(s) shall create a file composed of a chronologic record of the events in the planning of the Symposium and of reports from each committee chair. These reports shall contain the committee's protocol, problems, and suggestions.

#### **ARTICLE XIV – Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of SAVMA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the AVMA Bylaws, and such other policies, rules and regulations as SAVMA may adopt, and any statutes applicable to this organization that do not authorize the provisions of these Bylaws to take precedence.

#### **ARTICLE XV – Finances**

##### Section 1 – Budget and Financial reports

- A. The Treasurer shall submit a projected budget annually, for the coming fiscal year during the SAVMA HOD meeting at the AVMA Convention. A majority vote of the SAVMA HOD voting at a duly convened meeting where a quorum is present will be required for approval.
- B. The fiscal year for all SAVMA business shall be September 1 to August 31.
- C. The Treasurer's report to the SAVMA HOD, at each meeting, shall contain an account of all monies spent, received, and retained by SAVMA during the fiscal year.
- D. At the completion of the fiscal year, the Treasurer shall balance accounts and turn the records, including all bank statements and cancelled checks, over to a committee or agency selected by the SAVMA EB for audits.

##### Section 2 – Disbursement of Funds

- A. Budgeted funds may be drawn upon with approval of the Treasurer.
- B. Requested funds that are not budgeted, or requested funds that exceed the budgeted amount, may be provided upon approval of the SAVMA EB or the SAVMA HOD.
- C. Students receiving scholarships, awards, or financial disbursement from SAVMA must be current SAVMA members who have paid their membership dues in full.

##### Section 3 – Travel Expenses

SAVMA shall provide travel funds, as approved by the SAVMA EB, and as outlined in the Manual of the SAVMA House of Delegates and the SAVMA Executive Board Manual.

#### **ARTICLE XVI – Bylaws Amendments**

##### Section 1 – Proposed Amendments

The SAVMA Executive Board or any member of the SAVMA HOD may introduce a proposed amendment to these Bylaws, in whole or in part, provided the proposed amendment meets the criteria set forth in this Article.

## Section 2 – Notice

All proposed amendments to these Bylaws must be submitted to the SAVMA EB at least forty-five (45) days prior to the next meeting of the SAVMA HOD. The Secretary shall distribute any proposed amendments to the Delegates at least twenty-five (25) days prior to the next meeting of the SAVMA HOD. Notwithstanding the foregoing, proposed amendments to these Bylaws may be considered at any meeting of the SAVMA HOD without meeting the requirements of this section if the SAVMA HOD votes to waive the requirements of this section by a two-thirds (2/3) vote of the Delegates registered and voting, provided a quorum of Delegates are present.

## Section 3 – Action

The SAVMA HOD may amend these Bylaws, subject to the prior approval of such amendments by the AVMA Board of Directors as set forth below, at any of its meetings by a two-thirds (2/3) vote of the Delegates registered and voting, provided a quorum of Delegates are present.

## Section 4 – Correlation with AVMA Bylaws

- A. Any changes to these Bylaws must correlate with the current AVMA Bylaws.
- B. The AVMA Board of Directors must approve all proposed amendments to these Bylaws, no later than thirty (30) days prior to the vote by the SAVMA HOD.
- C. The AVMA Staff Advisor, working with the Secretary, shall provide the AVMA Executive Vice President with all amendments to the Bylaws passed by SAVMA.

## Section 5 – Regular Bylaws Revisions

- A. A task force shall be assembled every two or three years to review these Bylaws, Manual of the SAVMA Symposium, and Manual of the SAVMA HOD.

## **ARTICLE XVII – Dissolution**

### Section 1 – Proposed Dissolution

Only a SAVMA EB member or Delegate may propose dissolution of SAVMA.

### Section 2 – Notice

Written notice of dissolution must be introduced at the meeting preceding the first vote, and a copy must be filed with the SAVMA EB and the AVMA Vice President at least ten (10) days prior to the beginning of said meeting.

### Section 3 – Action

The SAVMA HOD may approve the dissolution of SAVMA by a two-thirds (2/3) vote cast by Delegates registered and voting at two consecutive SAVMA HOD meetings. AVMA Executive Board shall have the authority to dissolve SAVMA if no meetings of the SAVMA HOD are held for two consecutive years.

### Section 4 – Dissolution

In the event of SAVMA's dissolution, the SAVMA EB, after paying or making provision for the payment of all the liabilities of SAVMA, shall distribute its remaining assets to the AVMA, or, in the event the AVMA no longer exists, distribute of all of its remaining assets to such organization(s) as shall at the

time of qualify as an exempt organization(s) under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) and which share a mission or purpose similar to the AVMA's, and in accordance with Illinois law, as the SAVMA EB shall determine. Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of SAVMA is then, located, exclusively for such purposes in such manner, or to such organization or organizations that are organized and operated exclusively for such purposes, as said court shall determine.

#### **ARTICLE XVIII – Waiver of Notice**

Whenever any notice is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the SAVMA Governing Documents, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

#### **ARTICLE XIX – Books and Records**

SAVMA shall keep correct and complete books and records of account. It shall also keep minutes of the proceedings of its members, Executive Board, and committees having any of the authority of the Executive Board and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or their agent or attorney, for any proper purpose at any reasonable time.

#### **ARTICLE XX – Indemnification**

SAVMA shall indemnify all past and present officers, directors, employees, advisors and committee members, and all other SAVMA volunteers to the full extent permitted by the Act, and shall be entitled to purchase insurance for such indemnification to the full extent of the law as determined by the SAVMA EB.