



(Amended February 5, 2018)

CONSTITUTION  
of the  
U.C. DAVIS CHAPTER  
OF THE STUDENT AMERICAN VETERINARY MEDICAL ASSOCIATION  
School of Veterinary Medicine  
University of California  
Davis, California 95616

ARTICLE I	NAME OF ORGANIZATION
ARTICLE II	OBJECTIVES
	Section 1. Mission Statement
ARTICLE III	AVMA RELATIONS
ARTICLE IV	MEMBERSHIP
	Section 1. Details of Membership
	Section 2. Member Benefits
ARTICLE V	OFFICERS
	Section 1. Executive Board
	Section 2. Chapter Officers
	Section 3. Officer Duties
	Section 4. Election of Officers
	Section 5. Training of Officers
	Section 6. Removal of Officers
ARTICLE VI	MEETINGS
	Section 1. Meetings/ Minutes/ Records
	Section 2. Resolutions
ARTICLE VII	AMENDMENTS
ARTICLE VIII	FINANCES
	Section 1. Fiscal Year Budget
	Section 2. Memorandum of Understanding with the Veterinary Bookstore
ARTICLE IX	FUNDING
	Section 1. Funding of Student Organizations
	Section 2. Professional Development Fund
	Section 3. Chapter Monthly Funding
ARTICLE X	SCHOLARSHIP AWARDS
	Section 1. Scholarship Criteria
	Section 2. Leadership Award
ARTICLE XI	COMMITTEES
APPENDICES	1. Original Memorandum of Understanding with the Veterinary Bookstore

2. Updated Memorandum of Understanding with the UC Davis Stores
3. Additional Updated Memorandum of Understanding with the UC Davis Stores

## **ARTICLE I**

### **Name of Organization**

This organization shall be commonly known as the University of California at Davis, Chapter of the Student American Veterinary Medical Association (Chapter). For all legal purposes (e.g., when opening any bank account or communication with the IRS), the following name must be used in association with the not-for-profit tax ID #: 946062452.

STUDENT AMERICAN VETERINARY MEDICAL ASSOCIATION  
UNIV OF CALIFORNIA CHAPTER  
SCHOOL OF VETERINARY MEDICINE  
ONE SHIELDS AVENUE  
DAVIS, CA 95616

## **ARTICLE II**

### **Objectives**

#### Section 1. Mission Statement

- A. To provide an opportunity for the members to gain professional knowledge through veterinary student clubs and opportunities made possible from club funding, individual scholarships, and the Professional Development Fund.
- B. To provide a forum to discuss veterinary student related concerns and to create a cohesive student body.
- C. To demonstrate the value of an organized effort, and to develop leadership skills through the training received in conducting the Chapter's affairs.
- D. To make available to the students the opportunities offered by the American Veterinary Medical Association (AVMA) and the Student American Veterinary Medical Association (SAVMA).

## **ARTICLE III**

### **AVMA Relations**

Section 1. The Chapter shall operate under an official charter granted by the Student American Veterinary Medical Association. To the extent that the Constitution and Bylaws conflict with the SAVMA Charter, the provisions of the SAVMA Charter shall control.

Section 2. The Executive Board will be responsible for signing up all Chapter members with the Student AVMA by a yearly deadline that is established at the beginning of each academic year. After this date, registrants will be charged a late fee (value to be determined at yearly budget meeting) at the discretion of the executive board.

Section 3. The Chapter is responsible for paying the SAVMA membership dues of each veterinary student who elects to join the Chapter.

Section 4. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution.

## **ARTICLE IV**

### **Membership**

#### **Section 1. Details of Membership**

- A. Regularly enrolled students in the UC Davis School of Veterinary Medicine may become members of the Chapter.
- B. A student shall be considered a member upon payment of the current year's dues. Students must complete this act to maintain "good standing." Membership entitles the student to those benefits specified in Article IV, Section 2.
- C. Active members shall pay dues as determined by the Executive Board. 4 year membership is paid for in one installment. Dues may be changed when necessary with a two-thirds vote from the Executive Board.
- D. A student shall be considered a "member in good standing" for senior deduction to the AVMA, when s/he has been a member for all years of the veterinary curriculum.
- E. Graduate Professional Students (VSTP, and YEAR Program) may join the Chapter during their years 'out of veterinary school' and pay dues as determined by the Executive Board.
- F. Students must pay dues by the specified deadline. A late fee will be charged for students who pay dues after this deadline.

#### **Section 2. Membership Benefits**

- A. Membership to SAVMA, the national professional organization for veterinary students, and all included privileges.
- B. Eligibility to attend the annual SAVMA Symposium held at a different veterinary school each year.
- C. Participation in the "Chapter Professional Development Fund", and the opportunity to compete for scholarships from the "Chapter Scholarship Fund", as specified in Articles IX and X.
- D. Reduced rate on AVMA journals: JAVMA and AJVR.
- E. Eligibility for AVMA benefits including access to the veterinary career center, and network of animal health websites, student loans, and externship resources.
- F. Participation in the AVMA Professional Liability Insurance Trust, which covers professional, disability, and health insurance over the summer months of student employment with AVMA insured animal hospitals.
- G. Participation in AVMA LIFE, which provides life and disability insurance for students.
- H. Participation in the Chapter Pet Food Program.
- I. Participation in Chapter student clubs. Regulation of this policy will be a joint effort between SAVMA executive officers, who are responsible for providing a list of current members to club officers, and UC Davis Chapter executive officers, who are responsible for verifying the current SAVMA membership and good standing of potential club members. Should students be members of UC Davis SVM clubs without a current, good standing SAVMA membership, the SAVMA president and other pertinent SAVMA executive officers will contact the club immediately to resolve the membership conflict. As a result of the conflict, or during mediation, the SAVMA executive board may choose to freeze all funding applications, disbursements and other SAVMA benefits offered to the club.
- J. Free advanced registration to the AVMA Annual Convention held in July/August while in school. For the latest up-to-date information, visit the AVMA Convention Website.
- K. Members in "good standing" (see Article I, Section 1) will be granted automatic conversion to AVMA membership upon graduation and will receive two additional years of reduced AVMA membership dues. Per AVMA membership guidelines, members must have been SAVMA members for all four years of veterinary school in order to receive these conversion benefits.

## **ARTICLE V**

### **Officers**

#### **Section 1. Executive Board Officers**

- A. There shall be a governing body known as the Executive Board of the Chapter.
- B. The Executive Board shall comprise the President, President-Elect, Vice-President, Vice-President-Elect, Treasurer, Treasurer-Elect, Student Activities Treasurer, Student Activities Treasurer-Elect, Secretary, Senior SAVMA National Delegate, Junior SAVMA National Delegate, the two Chapter Representatives for each class, a single, representative Class President from each class, the Graduate Professionals Student Representative, the Senior Development Officer and the Junior Development Officer.
- C. Executive Board members may be from any class within the veterinary professional program. Candidates must be Chapter members.
- D. The Executive Board members shall have immediate charge of the Chapter's affairs following being sworn in at the March Board Meeting of the calendar year in which they were elected. Their tenure will be from the March Board Meeting in the year they are elected, and proceed through to the March Board Meeting of the following year. All Board members shall serve a one-year commitment with the exception of the President and President-Elect, the Vice-President and Vice-President-Elect, the Treasurer and Treasurer-Elect, Student Activities Treasurer and Student Activities Treasurer-Elect, the Junior and Senior National SAVMA representatives, and the Junior and Senior Development Officers who shall serve two consecutive years. The two Faculty Advisors may continue to serve as long as he or she wishes, or until the Board asks them to leave.
- E. Executive Board members must attend all Chapter Board meetings.
- F. All Chapter Executive Board members are entitled to a vote at Board meetings with the exception of the President and the Faculty Advisors. The three Class Presidents of each class are entitled to one shared vote.
- G. All Executive Board descriptions and their term of office can be found in Article V, Section 3. The method of their selection and the procedures utilized in filling vacancies shall be provided in Article V, Section 4.

#### **Section 2. Chapter Officers**

- A. The Chapter officers shall include the members of the Executive Board, the California Veterinary Medical Association (CVMA) Representatives, the Chapter Webmaster, the Josh Project Coordinator, the Faculty Mentor Program Coordinator, the Career Night Event Coordinator, the International Veterinary Students' Association (IVSA) Representative, and the two Faculty Advisors.
- B. Officers may be from any class within the veterinary professional program. Candidates must be Chapter members.
- C. All Chapter officers are entitled to a vote at Executive Board meetings, with the exception of the President and Faculty Advisors. The three Class Presidents of each class are entitled to share one vote.
- D. Their tenure will be from the March Board Meeting in the year they are elected and proceed through to the March Board Meeting of the following year. All officers shall serve a one-year commitment with the exception of the President, President-Elect, Vice President, Vice President-Elect, Treasurer, Treasurer-Elect, UDA Treasurer, UDA Treasurer-Elect, SAVMA Delegates, and Chapter Development Officers.
- E. All Chapter officer descriptions and their term of office can be found in Article V, Section 3. The method of their selection and the procedures utilized in filling vacancies shall be provided in Article V, Section 4.

#### **Section 3. Officer Duties**

#### **A. President**

- i. The Chapter President shall act as the primary liaison between the student body and the administration. The President shall promote the interaction and collaboration of all members of the veterinary community and other professional schools including staff, faculty, administration, and alumni with the students.
- ii. Along with the Senior and Junior SAVMA National Delegates, the President shall maintain contact with the AVMA, the SAVMA program coordinator, the SAVMA advisor, and all of the Chapter Presidents at different chapters via the SAVMA Chapter President listserv.
- iii. The President shall be the chief executive officer of the Chapter, and shall call and conduct the Chapter Executive Board meetings according to the stipulations in Article VI, Section 1. The President shall not have a vote in Executive Board meetings except in the event of a tie.
- iv. The President shall maintain correspondence with all Chapter officers to ensure that all Chapter duties are being met.
- v. The President, along with the treasurer and treasurer-elect shall be responsible for the direction of the Chapter finances.
- vi. The President, along with other Chapter officers of his or her choice, is responsible for discussing the role of Chapter with the incoming first-year class during their orientation. This discussion shall include how Chapter benefits individual students.
- vii. The President is responsible for completing the annual registration of Chapter as a registered UCD student organization each spring with the Center for Student Involvement (CSI) Office. The President and the Vice-President shall inform each club president of the registration procedure as well.
- viii. The President shall attend the annual SAVMA Chapter Summit, the annual SAVMA Symposium and the annual AVMA Convention. S/he shall be entitled to have his/her expenses for conference registration, travel (including airfare and transportation to and from the airport) and hotel accommodations reimbursed by the Chapter as allocated in the annual budget meeting. Expense receipts must be submitted to the Chapter Treasurer within thirty days of returning from travel.
- ix. The President shall make a formal report of the proceedings of these conventions at the following Board meeting.
- x. The President shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future President. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year. The President, with assistance of the Secretary, shall be responsible for ensuring that the files are accurate and available for examination by authorized individuals, as specified in Article VI, Section 1 (D)).
- xi. The President shall discuss the duties of the President with the incoming officer before leaving office.
- xii. S/he shall maintain contact with the Dean's Office to receive training and instruction regarding the SAVMA Student Activities account. The President shall maintain communication with the Development Office to receive updates and instruction regarding the Student Club Support fund.

#### **B. President-Elect**

- i. The President-Elect will be elected as a two-year term beginning his or her second semester of their first year. S/he will serve as President-Elect for one year and as President the following year.
- ii. The President-Elect shall become familiar with the duties of the President (Article V, Section 3 (A)) and the policies of the organization.
- iii. The President-Elect shall assist the President with his or her duties.
- iv. The President-Elect shall attend the Veterinary Leadership Experience, the annual SAVMA Symposium, and the annual AVMA Convention. S/he shall be entitled to have his/her expenses for conference registration, travel (including airfare and transportation to and from the airport) and hotel accommodations reimbursed by the Chapter as allocated in the annual budget meeting. Expense receipts must be submitted to the Chapter Treasurer within thirty days of returning from travel.
- v. The President-Elect shall make a formal report of the proceedings of these conferences at the following Board meeting.
- vi. The President-Elect shall maintain the Chapter Calendar as well as update the SVM Calendar with student events.

- vii. The President-Elect shall discuss the duties of the President-Elect with the incoming officer before leaving office.

**C. Vice-President**

- i. The Vice-President shall conduct Board meetings in the absence of the President.
- ii. The Vice-President shall be the liaison to all clubs, and shall hold a "Club Presidents General Meeting" in the fall semester. S/he shall discuss club registration with the Center for Student Involvement (CSI), club registration with the Chapter, the HCV Policy regulations, Chapter Monthly Funding, and the importance of company relations. The Student Activities treasurer shall assist by discussing fundraising protocols and the application process for Chapter monthly funding at the Club Presidents General Meeting and/or Student Company Representative Meeting in the fall.
- iv. The Vice-President shall coordinate the allocation of money from the "Chapter Professional Development Fund (PDF)", including: answering inquiries, soliciting and receiving applications, and leading Board discussion on approval of applications. The manner in which the Vice-President shall evaluate PDF applications shall be determined at the last meeting of the academic year.
- v. The Vice-President shall be responsible for having a full working knowledge of the Constitution. The Vice-President shall keep the Board advised of any deviations from the current Constitution, and make any suggestions for necessary amendments. The Vice-President shall be responsible for ensuring that the most current version of the constitution is on the website.
- vi. The Vice-President shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Vice-President. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.
- vii. The Vice-President shall be responsible for coordinating student club involvement at Picnic Day and other large school-wide events.

**D. Vice-President-Elect**

- i. The Vice-President-Elect will be elected as a two-year term beginning his or her second semester of their first year. S/he will serve as Vice-President-Elect for one year and as Vice-President the following year
- ii. The Vice-President-Elect shall become familiar with the duties of the Vice-President (Article V, Section 3 (C)) and the policies of the organization.
- iii. The Vice-President-Elect shall discuss the duties of the Vice-President-Elect with the incoming officer before leaving office.
- iv. The Vice-President-Elect will assist the Vice-President with the annual club meeting and the "Chapter Professional Development Fund (PDF)."
- v. The Vice-President-Elect will collect and file all waivers, insurance, and paperwork relevant to all club events.
- vi. The Vice-President-Elect will ensure the club room is used appropriately.

**E. Treasurer**

- i. The Treasurer, along with the President, shall be responsible for the direction of the Chapter finances.
- ii. The Treasurer shall provide a financial report at each Board meeting to update the Board on the Chapter's financial status.
- iii. The Treasurer shall advise the Board on any financial issues and shall direct discussion at the Annual Budget Meeting (Article VIII, Section 1 (B)). At the Annual Budget Meeting, the Treasurer shall present a budget for the upcoming fiscal year to the Executive Board. The proposed budget will be approved by majority vote of the Executive Board.
- iv. The Treasurer shall keep careful account of all Chapter collections and disbursements, and maintain the Chapter's cash resources at a repository selected by the Executive Board.
- v. At the completion of his/her term of office, the Treasurer shall balance the Chapter accounts and pass on all records to the Treasurer-Elect so he/she is ready to contact current accounting personnel by July 31st to allow for the completion of fiscal-year-end financial statements and income tax returns. At the completion of his or her term, the Treasurer shall update all signature cards on file with the names and signatures of the incoming President and Treasurer for the next fiscal year.

vi. The Treasurer shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Treasurer. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

Vii. The Treasurer shall discuss the duties of the Treasurer with the incoming officer before leaving office.

**F. Treasurer-Elect**

i. The Treasurer-Elect will be elected for a two-year term beginning his or her second semester of their first year. S/he will serve as Treasurer-Elect for one year and then as treasurer the following year.

ii. The Treasurer-Elect shall become familiar with the duties of the treasurer (Article V, Section 3 (E)) and the policies of the organization.

iii. The Treasurer-Elect shall assist the Treasurer with his or her duties.

iv. The Treasurer-Elect will be the primary coordinator for the Pet Food Program. S/he will monitor the members of the program, establish communications with the Pet Food Representatives, and manage the Paypal account.

v. The Treasurer-Elect shall discuss the duties of the Treasurer-Elect with the incoming officer before leaving office.

**G. Student Activities Treasurer**

i. The Student Activities Treasurer, along with the President, shall be responsible for the direction of the finances in the SAVMA Chapter Student Activities Account and the SAVMA Chapter Educational Activities Account, which are maintained by the Dean's Office.

ii. S/he shall be familiar with the UC Regents Healthcare Vendor Policy and the current SVM Guidelines for the Healthcare Vendor Policy.

iii. S/he shall provide a formal financial report at the first Board meeting of the academic year to update the Board on the financial status and future fundraising plans for the SAVMA Chapter Student Activities Account and SAVMA Chapter Educational Activities Account. S/he shall provide account total updates of the two accounts during SAVMA Chapter Board meetings throughout the year.

iv. S/he shall assist with the creation of an annual budget by providing information on the current status of the SAVMA Chapter Students Activities Account and SAVMA Chapter Educational Activities Account at the Annual Budget Meeting either in person or via written communication (Article VIII, Section 1 (B)).

v. S/he shall be responsible for advising club presidents, student company representatives, and students on the Event Funding application process for the SAVMA Chapter Student Activities account and SAVMA Chapter account. S/he shall direct discussion about fundraising protocol and the application process for requesting Event Funding at the "Club Presidents and Student Representatives General Meeting" and/or at the "Student Company Representative Meeting" in the fall semester.

vi. S/he shall attend all Event Funding meetings as planned and scheduled by the Student Activities Treasurer-Elect.

vii. The Student Activities Treasurer shall solicit applications from student company representatives to invite healthcare vendors to come to the campus to speak to the students. Each club and/or student company representative must fill out and turn in the Speaker Application Form. Each company speaker must sign a Conflict of Interest Form. The Student Activities Treasurer must collect and submit forms to the scheduling administration for the SVM for approval. The Student Activities Treasurer shall maintain accurate electronic records of applications and administration approvals. The Student Activities Treasurer shall inform the scheduling administration for the SVM of the number of allowed talks per the semester, so that s/he may restrict events that are not approved. Per the UC Regents Healthcare Vendor Policy, the number of talks shall not exceed 12 talks per semester.

viii. S/he shall maintain contact with the Development Office and the Student Programs Office to receive training and instruction regarding the SAVMA Chapter Student Activities account and the SAVMA Chapter Educational Activities Account.

ix. S/he shall maintain accurate records of all requests by students from the SAVMA Chapter Student Activities account and SAVMA Chapter Educational Activities Account as well as company donations to these accounts.

x. The Student Activities Treasurer shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Student Activities Treasurer. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

xi. S/he shall work with other members of the board to plan and orchestrate fundraising campaigns throughout the term during both semesters. Fundraising campaigns can consist of, but are not limited to, helping long standing SAVMA Chapter projects (third-year surgery packs, Pet Food Program, etc.), seeking and writing grant applications, soliciting donations from Healthcare Vendors, and organizing stand-alone fundraising events. S/he should focus on fundraising from non-veterinary students but any form of fundraising is permitted, within school guidelines.

Xii. The Student Activities Treasurer shall discuss the duties of the Student Activities Treasurer with the incoming officer before leaving office.

#### **H. Student Activities Treasurer-Elect**

i. The Student Activities Treasurer-Elect will be elected for a two-year term beginning his or her second semester of their first year. S/he will serve as Treasurer-Elect for one year and then as treasurer the following year.

ii. The Student Activities Treasurer-Elect shall become familiar with the duties of the Student Activities Treasurer and the policies of the organization.

iii. The Student Activities Treasurer-Elect shall assist the Student Activities Treasurer with his or her duties.

iv. The Student Activities Treasurer-Elect is responsible for soliciting Event Funding Applications from Chapter clubs during the academic year. S/he shall direct monthly Event Funding Meetings to discuss the applications received and award funds.

v. S/he shall maintain accurate electronic records of applications received and monies awarded. S/he is responsible for ensure funding guidelines are met by applicants.

vi. The Student Activities Treasurer-Elect shall discuss the duties of the Student Activities Treasurer-Elect with the incoming officer before transitioning to Student Activities Treasurer.

#### **I. Secretary**

i. The Secretary shall schedule Board meetings for each term. S/he shall make room reservations and other arrangements as needed. S/he shall publicize Board meetings to the entire Chapter via email.

ii. The Secretary, along with the President, shall solicit agenda items from the Board members at least one day prior to each meeting, develop and distribute the agenda, and solicit last-minute items for discussion.

iii. The Secretary shall attend all Board meetings. At each meeting s/he shall take attendance, determine whether a quorum has been met, and take complete minutes of the proceedings.

iv. The Secretary shall solicit and compile Annual Officer Reports from the officers before the last meeting of spring semester.

vi. After new officers are transitioned in spring semester, the Secretary shall compile a list of contact information for the new officers to include name, address, email and phone number. This list shall be given to the President and national SAVMA Delegates, so that they may complete the officer update form as requested by the AVMA.

vii. The Secretary shall administer the officer elections as described in Article V, Section 4.

viii. The Secretary shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Secretary. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

ix. The Secretary shall collect submissions for SAVMA scholarships as appropriate (see Article X), then solicit voting from the board and notify the recipients.

#### **J. Junior and Senior SAVMA Delegates**

i. The Junior and Senior SAVMA Delegates shall serve as the Chapter's representatives to the national SAVMA organization and shall accurately reflect the opinions of the majority of the UC Davis Chapter.

ii. The Junior and Senior SAVMA Delegates are required to attend the bi-annual House of Delegates (HOD) meetings during SAVMA Symposium in mid-Spring and the AVMA convention in the summer. The Chapter will reimburse the SAVMA Delegates for their expenses incurred for travel (including airfare and transportation to and from the airport), conference registration and hotel accommodations. Expense receipts must be submitted to the Chapter Treasurer within thirty days of returning from travel.

iii. The SAVMA Delegates shall make a formal report of the proceedings of these conventions at the following Board meeting. Within two weeks of receiving the post-convention report, the SAVMA Delegates shall publish a newsletter



either posted to the Chapter web page/Facebook page or via email addressed to the Chapter regarding the convention, national SAVMA issues and programs. The SAVMA Delegates shall maintain a file of information dispensed during these conventions and publicize its availability.

iv. The SAVMA Delegates shall encourage all Chapter members to attend the annual SAVMA Symposium, and publicize any scholarships and grants available to fund trip expenses for members.

v. The SAVMA Delegates shall supply the Program Coordinator of the AVMA with a complete membership roster and other information as requested.

vii. The SAVMA National Delegates shall maintain a database with membership information for all the Chapter members, and shall ensure that all members are properly signed up with SAVMA.

viii. The Junior Delegate shall attend the AVMA Veterinary Leadership Experience of the year of their election and shall have their travel expenses reimbursed by the Chapter as allocated in the annual budget. Should the Junior Delegate not be able to attend, their spot will become open to all student members to apply for via essay application. The final decision will be decided on a majority vote by the SAVMA Board.

ix. The Senior Delegate shall attend the annual AVMA Legislative Fly-in and shall have their travel expenses reimbursed by the Chapter. Should the Senior Delegate not be able to attend, their spot will become open to all student members to apply for via essay application. The final decision will be on a majority vote by the SAVMA Board.

x. The Junior and Senior SAVMA Delegates shall be responsible for completing the Annual Officer Report and maintaining files of information with suggestions for the future Junior and Senior SAVMA National Delegates, respectively. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

#### **K. Junior and Senior CVMA Representative**

i. The CVMA Representatives shall represent the interests of all UCD veterinary students at the CVMA Board of Governor Meetings and the House of Delegates Meetings.

ii. The CVMA Representatives shall make a report of CVMA activities at the following Chapter Executive Board meeting and communicate all pertinent information to the general student body as required.

iii. The CVMA Representatives shall coordinate and assign student representatives to the various CVMA committees, and ensure attendance at committee meetings.

iv. The CVMA Representatives shall assist in arrangements for and advertising of CVMA events held on-campus, such as the bandaging wet-lab.

v. The Senior CVMA Representative shall welcome the entering class during First Year Orientation and introduce them to the role of the CVMA in their education.

vi. The Senior CVMA Representative shall attend the annual AVMA Legislative Fly-in.

vii. The Junior CVMA Representative shall be responsible for coordinating and developing the Legislative Bulletin, a CVMA and legislative news bulletin.

viii. The Junior CVMA Representative shall be responsible for updating and maintaining the "CVMA Legislative Bulletin at UC Davis SVM" Facebook group.

ix. The incoming Junior CVMA Representative shall be nominated by the current Junior CVMA Representative and approved by the Chapter Executive Board. It is recommended that the CVMA Representative be the first year class CVMA Delegate to ensure that a qualified representative is elected.

x. The CVMA Representatives shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future CVMA Representative. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

#### **L. Chapter Representatives**

i. There shall be two Chapter Representatives elected per class and one graduate professional student representative.

ii. Before each Executive Board meeting, the Chapter Representatives shall solicit the views of the Chapter members of their class on salient issues which will be discussed.

iii. The Class Representatives shall attend all Board meetings and express the views of the Chapter members of their class.

iv. The Class Representatives shall inform their class of all pertinent issues discussed at the Board meeting on the following academic day either verbally or via email.

v. The Graduate Professional Degree Representative shall represent all students participating in a program continuous with the DVM curriculum in which they leave their traditional class before completion of their DVM. These students include but are not limited to VSTP and YEAR students. All such students who are Chapter members will be eligible for this position and will be eligible for participation in the vote.

vii. Specific Duties for each Class' Representatives

1. The First-year Class Representatives shall be responsible for the construction of the Veterinary School's float entered into the Picnic Day Parade.

2. The Second-year Class Representatives shall be responsible for assisting the Career Night Event Coordinator with coordinating and hosting Career Night.

3. The Third-year Class Representatives shall attend monthly Chapter meetings and inform their class of all pertinent issues discussed at the Board meeting.

viii. The Chapter Class Representatives shall discuss their duties with the incoming Chapter Class Representatives.

#### **M. Class Presidents**

i. Class Presidents shall report to the Chapter Executive Board any relevant class business, issues or concerns. At least one Class President shall attend Board meetings, with the exception of the first Board meeting of the fall term, in which all three Class Presidents shall attend.

ii. The three Class Presidents shall collectively have one vote on the Chapter Board.

iii. Each Class President shall keep the Executive Board up-to-date with activities planned by their class.

iv. Each Class is considered a Club and should register with Chapter on an annual basis as well as register with CSI. All Class Presidents shall attend the "Meeting of the Presidents" to stay informed of issues concerning other classes and clubs.

v. Each Class President(s) shall be responsible for disseminating information to the remaining Class Officers regarding class fundraising and school related activities.

1. The Second-year Class Officers, in conjunction with the class members, shall coordinate the Halloween Celebration during fall term and the Picnic Day Doxie Derby for the spring term.

2. The Third-year Class Officers shall assist Chapter as to be determined by the Board.

vi. The Class Presidents shall discuss their duties with the incoming Class Presidents.

#### **N. Faculty Advisors**

i. The Faculty Advisors shall be non-voting members of the Executive Board.

ii. The Faculty Advisors shall attend Chapter Board meetings and voice the general viewpoint of the Veterinary School faculty, as well as provide a historical perspective.

iii. The Faculty Advisors shall discuss their duties with any incoming Faculty Advisors before leaving office.

#### **O. Josh Project Coordinator**

i. The Josh Challenge is a friendly competition that allows SAVMA Chapters to help children overcome many of the fears they experience when facing a hospital visit. The goal of the Josh Challenge is to create a better understanding of the hospital experience for pediatric patients by using the human-animal bond. The Chapter raising the most money during the calendar year for the Josh Project will be recognized at the next year's SAVMA Symposium House of Delegates Meeting and will be awarded the Prestigious Josh Challenge Award.

ii. The Josh Project Committee shall raise funds throughout the calendar year to purchase plush Josh Dogs from the Josh and Friend's Company. These kits will be given to the children at the UC Davis Children's Hospital on "Josh Day" or other Children's Hospitals to be determined by the Josh Project Coordinator.

iii. The Josh Project Coordinator shall be responsible for keeping track of the annual finances for Josh Project with the assistance of the Treasurer.

iv. The Josh Project Coordinator shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the academic year.

**P. Mentorship Coordinator**

- i. The Mentorship Coordinator shall be responsible for overseeing events that promote mentorship and maintaining contact with professionals and students involved in the program.
- ii. The Mentorship Coordinator shall attend all Chapter Board meetings and report on the current status of events and discuss future events and planning with the Executive Board.
- iii. The Mentorship Coordinator shall be responsible for keeping track of the annual finances for mentorship events.
- iv. The Mentorship Coordinator shall have one vote on the Chapter Board.
- v. The Mentorship Coordinator shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future. These documents (paper or electronic) shall be passed down to the new officer at the last Board meeting of the current officer's term.

**Q. Career Night Event Coordinator**

- i. The Career Night Event Coordinator shall be responsible for ensuring the success of the annual Career Night event and serving on the Career Night Committee.
- ii. The Career Night Event Coordinator shall be nominated by the Chapter President and previous Career Night Event Coordinator and approved by the Chapter Executive Board.
- iii. The Career Night Event Coordinator shall have one vote on the Chapter Board.
- iv. The Career Night Event Coordinator shall attend all Chapter Board meetings and report on the progress of the Committee.
- v. The Career Night Event Coordinator shall maintain an up to date projected budget for Career Night and provide this budget to the Committee at each Committee meeting.
- vi. The Career Night Event Coordinator shall serve as the primary liaison between the Office of Development and the Career Night Committee.
- viii. The Career Night Event Coordinator shall be responsible for completing the Annual Officer Report and maintaining an up to date file of standard operating procedures to pass on once their term is completed

**R. IVSA Student Representative**

- i. The IVSA Student Representative shall serve as the Chapter's liaison to the International Veterinary Student Association and maintain open communication with IVSA.
- ii. The IVSA Student Representative shall actively encourage and advertise IVSA scholarships and exchange opportunities to UCD veterinary students.
- iii. The IVSA Student Representative shall attend all Chapter board meetings and inform the board of international events and opportunities.
- iv. The IVSA Student Representative shall serve as the primary liaison between the Chapter and the Student AVMA International Veterinary Exchange Committee (IVEC) and/or the SAVMA International Exchange Officer (IEO).
- v. The IVSA Student Representative shall welcome the entering class during the beginning of fall semester and showcase international veterinary opportunities through IVSA.
- vi. The IVSA Student Representative, if given the opportunity to attend IVSA World Congress, shall make a formal report of the proceedings at the following Chapter meeting.
- vii. The IVSA Student Representative, if given the opportunity to attend SAVMA symposium, shall attend the annual IVSA meeting and make a formal report of the proceedings at the following Chapter meeting.
- viii. The IVSA Student Representative shall update and maintain the UCD IVSA webpage: <http://www.vetmed.ucdavis.edu/clubs/IVSA/>
- ix. The IVSA Student Representative shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future IVSA Student Representative.

**S. Senior Development Officer**

- i. The Senior Development Officer shall serve as the Board's liaison to the UC Davis School of Veterinary Medicine Development Office.
- ii. The Senior Development Officer shall attend all Chapter board meetings.

iii. The Senior Development Officer shall coordinate with the Development Office regarding the annual events of Alumni Weekend and Evening of Gratitude.

iv. The Senior Development Officer shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Senior Development Officer.

**T. Junior Development Officer**

i. The Junior Development Officer shall be nominated by the Chapter President and Senior Development Officer for a two-year term beginning his or her second semester of their first year. He/She will serve as Junior Development Officer for one year and then as Senior Development Officer the following year.

ii. The Junior Development Officer shall become familiar with the duties of the Senior Development Officer (Article V, Section 3 (U)) and the policies of the organization.

ii. The Junior Development Officer shall attend all Chapter board meetings.

iii. The Junior Development Officer shall assist the Senior Development Officer with his or her duties and shall discuss the duties of the Junior Development Officer with the incoming officer before leaving office.

iv. The Junior Development Officer shall be responsible for completing the Annual Officer Report and maintaining a file of information with suggestions for the future Junior Development Officer.

**Section 4. Election of Officers**

A. The Secretary shall coordinate the election process for the President-Elect, Vice-President-Elect, Treasurer-Elect, UDA Treasurer-Elect, Secretary, SAVMA National Delegate, the Josh Project Coordinator, the IVSA Representative, Mentorship Coordinator, and the Chapter Webmaster.

B. Any currently elected officer in a 1 year role must be nominated and re-elected if s/he wishes to continue in the role for a second year. These roles include: Secretary, Josh Project Coordinator, IVSA Representative, Mentorship Coordinator, and Chapter Webmaster.

i. Nominations for these officer positions shall be solicited during January of each year after which point nominations shall be closed. The candidates' statements will then be collated and distributed to the entire membership via email no later than the last week of January.

ii. The election process shall be conducted using an electronic poll distributed to each class and shall be completed no later than January 31<sup>st</sup>. All veterinary students whose current Chapter membership dues have been paid may vote.

iii. A simple majority shall be required for election. If no candidate receives a simple majority than a run-off election shall be held between the top two candidates.

iv. No person may hold more than one of these elected Chapter Board positions unless the position is not filled due to a lack of interest during elections or the removal of an officer. The President may then assign the position to someone of his or her choosing until another person is elected within one month's time. This chosen person may not have an additional vote if currently an officer. If the President takes on the position, s/he may not vote unless in one of the permitting circumstances described in Robert's Rules of Order.

v. Newly elected officers shall be required to attend meetings beginning March of their election year.

vi. At the March Board meeting, the President will swear in the incoming President, who will then proceed in swearing in the remaining incoming officers with the suggested oath: "I do hereby swear or affirm to faithfully uphold the responsibilities of my position and the decisions of this Board as outlined in the Constitution of the Student Chapter of the American Veterinary Medical Association."

**B. Election of the two Faculty Advisors**

i. There shall be a Junior and Senior Faculty Advisor. At the beginning of the academic year, if the Senior Faculty Advisor wishes to vacate the position, the Junior Faculty Advisor shall assume the role of Senior Faculty Advisor.

ii. If necessary, the Executive Board shall nominate a new Junior Faculty Advisor by majority vote of the Officers. Only professors who are AVMA members may be nominated. The President shall contact the nominated Junior Faculty Advisor to offer her/him the position. There shall be no set limit on the number of terms a Faculty Advisor may serve.

The Chapter Board reserves the right to ask any Faculty Advisor to vacate said position at the end of the academic year or at any time as it finds appropriate.

## **Section 5. Training of Officers**

- A. All Board members shall assume the responsibility for training their successor in all aspects of their position during the spring term. The Board members-elect are required to be in attendance of all meetings upon their election.
- B. All Board members shall complete the Annual Officer Report and pass it down to the incoming officer along with a file of any useful information and suggestions before the last Chapter meeting of spring semester. Each newly elected Board member shall be fully trained to conduct Chapter business over the summer.

## **Section 6. Removal of Officers**

- A. If upon sufficient evidence presented to the Executive Board, an Officer is thought to be in breach of his/her responsibilities, a special meeting shall be called within two weeks to determine if there is just cause for removal from office. Such removal from office shall require a two-thirds majority vote of the Executive Board Members.
- B. After removal of a Board member, the President may then assign someone of his or her choosing to the position until another person is elected within one month's time. This person may not have an additional vote if s/he is currently an officer. If the President takes on the position, s/he may not vote unless in one of the permitting circumstances described in Robert's Rules of Order.
- C. Under special circumstances, officers may continue to serve as an active Board member even if they are deferring the academic year. Before deferring, the officer must inform the Chapter President of their decision and either the officer may continue as an active member, or the officer may choose to resign. If the officer plans on deferring or leaving the curriculum for the year they have been elected, it is at the discretion of the Board to remove this officer, if s/he is found to be in breach of his/her responsibilities. Please refer to section A for protocol for removal.

## **ARTICLE VI Meetings**

### **Section 1. Meetings / Minutes / Records**

#### **A. Monthly Meetings**

- i. There shall be at least one Executive Board meeting per month during the academic year, with the exception of June and July.
- ii. The presence of two-thirds of the Executive Board's voting members and at least one Faculty Advisor shall be considered a quorum at Executive Board meetings, which is required for the transaction of Chapter business.
- iii. General Chapter meetings shall be called by the Executive Board as needed to discuss topics pertinent to all student body members. Since there are no votes taken at a General Chapter meeting, there is no quorum requirement.
- iv. Special Executive Board meetings may be called at any time by the Chapter President, and shall be advertised at least 48-hrs in advance.
- v. All decisions shall be made by a majority vote of the Executive Board, unless specified otherwise.
- vi. The date, time, and location of the meetings shall be determined by the Chapter President and Secretary, and communicated by the Secretary, as specified in Article V, Section 3 (A & H).
- vi. Unless specified otherwise all Chapter meetings are considered to be open to the veterinary community.
- vii. The attendance of the Dean (or Associate Dean) of Student Programs is requested at all open Chapter meetings.

#### **B. Mini-meetings Protocol**

- i. Should a topic come up during the Chapter Monthly Board meeting that necessitates further discussion at length, a motion can be made to hold a mini-meeting at a later date to continue to discuss the topic. The topics that can potentially be

sent to a mini-meeting are unrestricted; however the length of each mini-meeting is restricted to one hour. Should the topic necessitate further discussion, a second mini-meeting can be arranged

ii. Budget mini-meetings occur on a monthly basis after the 15<sup>th</sup> of each month that Chapter funding applications are accepted. These meetings are used to review the monthly Chapter funding applications received from student clubs.

iii. The Student Activities Treasurer arranges the dates and times of these mini-meetings, the priority of attendance being the Student Activities Treasurer, Student Activities Treasurer-Elect, Treasurer, President, Vice-President. The date is selected based upon this priority of attendance, and then the date is opened up to all other Board members. Attendance for officers other than the Student Activities Treasurer and Student Activities Treasurer-Elect is encouraged but not required.

iv. Each mini-meeting will require an active officer to take "meeting minutes." This duty shall fall to the Secretary, should they be in attendance. If the Secretary is not in attendance, the task can be taken up by either the President-Elect or Treasurer-Elect, based on the nature of the meeting.

v. Meeting minutes will be used to review decisions if there are discrepancies, to maintain a consistent system from month to month, and to review the entire funding system as seen necessary by the Board.

#### **C. Minutes**

i. The minutes of all Executive Board Meetings shall reflect the order of business, which is as follows:

1. Meeting called to order
2. Attendance of voting members; quorum
3. Approval of prior meeting's minutes
4. Additions to agenda
5. Unfinished business
6. New business
7. Summary of action items
8. Next scheduled meeting
9. Adjournment

ii. The President may modify this order of business, as s/he shall deem necessary or expedient.

iii. If a Chapter Officer has not submitted an item to the meeting agenda prior to the start of the meeting, the President may decide to not call on that person to report, as s/he shall deem necessary or expedient. This does not apply to faculty or administrative advisors.

#### **D. Records**

i. All Board members shall maintain an accurate account of their responsibilities, and actions taken throughout their tenure. This information shall be kept as official records of Chapter business. The President, with the assistance of the Secretary, shall be responsible for ensuring that the files are maintained in a proper manner, and readily available for examination by authorized individuals.

### **Section 2. Resolutions**

A. The Chapter Board shall have the authority to draft and submit resolutions representing the student body of the University of California at Davis School of Veterinary Medicine regarding political action under the following conditions:

- i. The Executive Board shall advertise for and host a general meeting where students can freely voice their opinions for and against the proposed article under consideration. The comment period shall be advertised for at least one week prior to its scheduled date during which time students may submit their opinions regarding the issue in writing to the Chapter President if they are unable to attend the forum.
- ii. The Chapter President, or someone appointed by the Chapter President, will emcee the general meeting and will set the rules for the meeting at the start of the period including, but not limited to: how many times a member is permitted to speak, the length of time one person can speak, the order of who is allowed to speak, and the length of the meeting.

- iii. A 2/3rds majority of the Chapter Board members must read any written comments supplied by students prior to the comment period and must attend the comment period to hear the opinions of the students regarding the resolution. These Board members must also attend a special Chapter Board meeting described in iv below.
- iv. Immediately following the comment period a special Chapter Board meeting shall be held where the opinions of the students are taken into consideration in drafting the resolution. At this meeting the opinion and general wording of the resolution will be decided upon. The Chapter President, or someone appointed by the Chapter President, will then take the information voted on at this special Chapter Board meeting and draft the resolution in full detail for presentation at the following regularly scheduled Chapter Board meeting.
- v. The opinion of the resolution must be approved by a majority vote of the Chapter Board members present at the special Chapter Board meeting.
- vi. The drafted resolution will then be presented at the following regularly scheduled Chapter Board meeting for final approval by a 2/3rds majority vote. At this meeting, the Board may change minor details about the wording of the drafted resolution as written by the Chapter President or appointee, in order to modify it for clarity, but may not change the overall opinion as voted on by the Chapter Board members at the special Chapter Board meeting.
- vii. The approved resolution may then be submitted to the appropriate agency as the “opinion of the Chapter Board, representing the student body numbering 480 people, at the University of California at Davis School of Veterinary Medicine”.

## **ARTICLE VII**

### **Amendments**

Section 1. The Constitution may be amended by a two-thirds vote of the officers at an Executive Board Meeting and a two-thirds vote of the Chapter. The Chapter vote will be the final determinant of whether an amendment passes, so long as at least twenty-five percent of the entire membership votes. If twenty-five percent of the membership does not vote, then the ruling of the Executive Board will pass.

Section 2. Voting process: proposals for constitutional amendments are to be submitted to the Executive Board at least one week prior to a monthly Executive Board meeting. If the Executive Board approves the amendment, then a Chapter vote will be conducted via an online poll.

Section 3. All provisions of this Constitution shall remain effective for the duration of the Chapter, unless amended.

Section 4. All changes to the Constitution must be approved by the AVMA before becoming effective.

## **ARTICLE VIII**

### **Finances**

#### **Section 1. Fiscal Year Budget**

The income of the Chapter is primarily from annual member dues. The expenses of the Chapter typically include: funding of student clubs through monthly club funding, Surgery Pack Program, Mentorship Program, funding of individuals through the Professional Development Fund, Officer travel to the SAVMA Symposium and the AVMA Convention, scholarships, and operating expenses.

- A. Fiscal year  
The Chapter's fiscal year corresponds both with the academic calendar and the University's fiscal year, beginning July 1 and ending June 30. The Treasurer shall compile all bank statements and ledgers for the entire year by July 31 to allow him/her to prepare the Chapter's non-profit tax returns and financial statements.
- B. Annual Budget Meeting  
The Annual Budget Meeting shall be held during spring semester in order to approve the budget for the upcoming school year. This meeting may be held in conjunction with a Board meeting. It should include all Executive Board members and be open for all officers to attend. The Treasurer, along with the President, shall direct the discussion at the meeting by reviewing the previous years' budget and presenting a proposed budget for the upcoming year.

## Section 2. Memorandum of Understanding with the Veterinary Bookstore

As of May 21<sup>st</sup>, 2013, an updated Memorandum of Understanding has been reached with the UC Davis Stores to create a Chapter bookstore on the UC Davis Veterinary Campus. Copies of both the original (Appendix 1) and newly updated (Appendix 2) memorandums can be found in the attached appendices.

As of April 24<sup>th</sup>, 2014, an additional, updated Memorandum of Understanding has been reached between UC Davis Stores to create a relationship between the Chapter, UC Davis Stores and The Swaggie operated by UC Davis School of Veterinary Medicine Central Services that covers operations and outlines the working relationship between these entities. A copy of this can be found in Appendix 3. The Swaggie is the name chosen for the new on campus store at the UC Davis School of Veterinary Medicine.

## ARTICLE IX

### Funding

#### Section 1. Professional Development Funding

A major commitment of the Chapter is to fund educational and professional endeavors for our students through both individual funding and the funding of student organizations.

##### A. Individual Funding

The purpose of the Chapter Professional Development Fund Individual Funding is to offset the cost of travel directly related to veterinary student education. Fundable travel includes attendance at professional or educational veterinary conferences, externships, research projects at other institutions, or student-initiated projects related to veterinary medicine. The maximum amount allotted for student travel shall be determined at the annual Chapter budget meeting.

- i. Chapter members are eligible for reimbursement for a maximum of \$400 yearly.
- ii. Chapter members may apply for PDF funding as many times as needed to reach the maximum annual cap. Once they reach the maximum, they will be ineligible for funding until the following year. The funding totals will be reset starting every summer.
- iii. Applicants must submit their applications by the posted deadline as announced by the Chapter Vice-President. Applications are collected on a semester basis. Late or incomplete applications will be considered ineligible. Applicants whose event/travel has occurred within 7 days of the deadline have the option of submitting their application for review the following semester.
- iv. Complete applications must contain proof of attendance, such as a name badge, letter from the sponsoring institution etc. In addition students shall submit receipts for all expenses for which they wish to be reimbursed and a written description of the event. Local rent, food, and other



miscellaneous expenses are not eligible for reimbursement by Professional Development Funds. These items must be submitted by the due date as announced by the Chapter Vice-President.

v. After receiving approval from selected students, a Chapter Board member may recognize these students for their unique experiences or excellent applications either on the Chapter website or in the chapter newsletter.

#### B. Student Organization Funding

As requested by the administration, all student clubs must register with the Center for Student Involvement (<http://spac.ucdavis.edu>), the Chapter and the UCD SVM Office of Student Programs. Registration with the Chapter will provide the benefit of monthly funding from the Chapter and the Student Activities accounts. To register with the Chapter, clubs must submit an application along with a projected budget and the name of their current faculty advisor to the Vice-President by October 15th of each academic year. In addition Club Officers and Class Presidents must attend the Club Presidents General Meeting in the fall. Chapter funds will not be used for penalties or finance charges incurred by any club or organization. Such debts are the responsibility of the members of that organization. To be eligible for funding, clubs must be in good standing with the Chapter as determined by the Office of Student Programs and the Chapter Vice-President.

##### Student Organization Funding Guide

##### i. New Student Organizations Funding

Newly registered student organizations are eligible for \$300 in Chapter start-up funds, provided they are registered as above.

a. All information pertaining to the registration of a new club must be submitted to the Chapter Vice-President before the second to last Chapter Executive Board meeting of the 2<sup>nd</sup> semester.

b. During their first, probationary year, student organizations will hold a minimum of one meeting to elect officers, finalize student members, and vote on drafted bylaws and constitutions. In addition, Chapter will provide the club with 50% of new club start-up funds and up to one funded application.

c. After the probationary year, bylaws and constitution must be approved by the Office of Student Programs and if all previous requirements have been completed successfully the club is then eligible for yearly Chapter funding and will receive the additional 50% of new club start-up funds.

d. Club bylaws must state that in the dissolution of the club all funds will return to the Chapter general fund.

e. Each club must have a Faculty Advisor and a minimum of 12 active core members or students interested in membership, in the case of a new club.

f. Each club must have the positions of President, Secretary, and Treasurer.

##### ii. Chapter Student Organization Requirements

All registered student organizations applying for Chapter funds shall be required to comply with all Chapter guidelines as outlined here.

a. Each club must file an Annual Club Report containing its mission statement, bylaws, constitution and registration with Center for Student Involvement (CSI) OrgSync, the Chapter and the Office of Student Programs. The Annual Club report must also detail how Chapter money or money from other sources (i.e. dues, national organizations, etc.) was utilized during the previous year and outline how funds will be used for the following year.

b. Current club presidents will be responsible for submitting an Annual Club Report and Outgoing Officer Evaluation Forms before the end of Spring semester.

c. Each club must register with CSI by July 1<sup>st</sup> of each year.

d. Each club must have at least one officer present at the Fall Club Presidents General Meeting.

e. Each club must keep a regularly updated binder in Schalm 171.

i. Any club failing to meet these requirements at the end of the spring semester will be reviewed by the Executive Board and the club will be put on a probationary semester, pending dissolution with funds being returned to Chapter. Chapter will keep all documents pertaining to any dissolved clubs in the event of future regeneration of said clubs

ii. Chapter Monthly Funding

The purpose of Chapter Monthly funding is to create an unbiased allocation of funds for educational student club events. This funding utilizes both the SAVMA Student Activities account and the Chapter private accounts. The funding months are chosen at the discretion of the Student Activities Treasurer and should include months when more than half the days are in session. There is no funding for the months of June or July. The maximum amount allotted for funding is determined by the monthly "Mini Meetings" (See Article VI, Section 1B).

Chapter Monthly Funding Guidelines:

a. **MAXIMUM FUNDING AMOUNT:** The Chapter and Student Activities accounts are constrained by both a yearly and a monthly budget for the Chapter to distribute to the entire student body and clubs. This amount has been determined based on the Chapter's funding resources for each year and will vary depending on the number of qualified applicants every month. This amount is subject to change at the discretion of the Executive Board.

b. **ELIGIBILITY:** All University clubs, including the 1st, 2nd, 3rd year classes, registered with the Chapter are eligible to apply. The event/fundraiser/equipment (herein called "event") must benefit the veterinary student body and/or the veterinary community by providing an educational veterinary related opportunity. Priority will be given for costs related to educational speakers, wetlabs, skills training, and new equipment that offers a unique learning opportunity not provided within the current curriculum.

c. **PERMITTED NUMBER OF APPLICATIONS:** The number of *applications* for funding for individuals and clubs is not limited. However, each club is only permitted to receive funding for a maximum number of applications whose value is to be set by the Executive Board.

d. **PROACTIVE APPLICATIONS:** All applications must be proactive and submitted to the Chapter at least the month PRIOR to the event. This allows the applicant to receive notification of promised funds PRIOR to making purchases for the event, allowing them to budget appropriately. This value is the maximum value that the Chapter or the Student Activities account will reimburse an individual or club.

e. **ADDITIONAL RULES AND REQUIREMENTS:** The Chapter and Student Activities Treasurers, followed by the Executive Board, may, at their discretion, impose additional rules for Chapter funding. These rules may include, but are not limited to, the following items, and will be thoroughly outlined in the Chapter Funding Pre-Application Guidelines.

1. Required Acknowledgement for Student Activities Donors
2. Additional information on reimbursements and time tables
3. Additional forms

## Section 2. Class Funding

Chapter will provide a start-up stipend to each first year class for their use in fundraising or for educational purposes.

A. Each first year class at the UCD SVM will be entitled to an amount determined by the Chapter executive board at the Annual Budget Meeting. This start-up fund will be awarded to each first year class no later than September 30<sup>th</sup> at the start of each school year.

## ARTICLE X

## **Scholarship Awards**

### **Section 1. Scholarship Criteria**

- A. Current veterinary students who are Chapter members are eligible for all Chapter scholarships.
- B. The Chapter Secretary is responsible for publicizing the scholarships and asking for nominations from the student body.
- C. Eligible students are to be nominated by their peers or themselves accompanied by a brief statement justifying why the nominee is deserving of the award, unless otherwise noted.
- D. All awards are decided by a vote of the Chapter Board via Google doc survey, to be tallied by the Chapter Secretary, unless otherwise noted.

### **Section 2. Leadership Awards**

- A. A minimum of two awards given worth \$500 each. The number of scholarship awards may change depending on the Annual Budget, which will be voted on by the Chapter board.
- B. The first award is given to a first through third year veterinary student. The second award is given to a fourth year veterinary student. If additional scholarship awards are given, the number and criteria will be determined when the Annual Budget is created.
- C. The award recognizes students who are active in school events and service, promoting the School and the veterinary medical profession, and participating and organizing events that contribute to the extracurricular school environment through Chapter activities.

## **ARTICLE XI**

### **Committees**

Section 1. The Chapter Board shall form a committee to establish and facilitate an idea put forth and approved by its members. An interim leader is chosen by the Board, and s/he shall take nominations or volunteers to make up the additional members of the committee.

Section 2. The committee must consist of at least one Chapter Board member. In addition, the Chapter Board member on the committee must actively solicit committee members from non-Board Chapter members (either as a volunteer or an accepted nominee).

Section 3. Once formed, the committee shall choose a permanent leader who is responsible for organizing meetings and maintaining communication between committee members.

Section 4. One Board member who is on the committee must be designated to report back to the monthly Board meetings.

### **APPENDIX 1**

#### **Original Memorandum of Understanding with the Veterinary Bookstore**

This memorandum was in effect from the September 21, 2001 to August 1, 2013.

- A. Chapter once owned and operated a Bookstore known as "Chapter Instrument Sales." The University of California at Davis Vice-Chancellor Elmer W. Learn granted authorization for the sale of veterinary medicine course syllabi, textbooks and instruments in June 1979 and operations ceased in June 2001. Chapter transferred all bookstore operations and duties to the University of California at Davis Veterinary Bookstore beginning fall 2001.
- B. Chapter entered into a Memorandum of Understanding (MOU) with the Veterinary Bookstore September 21, 2001. Under this agreement, the Veterinary Bookstore will meet the book/syllabi/instrument needs of veterinary students,

provide monetary support to the programs of Chapter, and provide employment to veterinary students who apply. University of California at Davis Bookstore Management and the Chapter Board will meet annually to review the operating statements for the current year in order to determine the pricing and service levels that will be needed in the next year to allow for adequate monetary support to Chapter programs from bookstore revenues.

- C. The University of California at Davis will provide annual operating statements (July 1 to June30) to the Chapter Board no later than August 31 of each year. Quarterly financial summaries will be made available to the Chapter Board Upon request. The MOU is subject to review by all involved parties in three years from the date of signing, and thereafter every three years at the request of either party.

## **APPENDIX 2**

### **Updated Memorandum of Understanding with the UC Davis Stores**

This memorandum was signed on May 21<sup>st</sup>, 2013 by Jason Lorgan, Director of the UC Davis Stores and Emily Issacs, current Chapter president and goes into effect on August 31, 2013.

## **MEMORANDUM OF UNDERSTANDING**

### **Between University of California Davis Bookstore and**

### **University of California Davis School of Veterinary Medicine Student Chapter of the AVMA (Chapter) For Maintaining a Veterinary Bookstore Location**

1. **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) is to document the agreement regarding maintaining a veterinary bookstore location under the direction of Chapter.
2. **SCOPE:** This MOU dissolves the 1991 MOU between the UC Davis Bookstore and Chapter to create a new agreement allowing Chapter to run a bookstore location on the veterinary campus.
3. **ASSUMPTIONS:** Both parties will adhere to the guidelines set forth below.
4. **TERMS:**
  - a) In exchange for dissolving the 1991 Memorandum of Understanding (MOU) between the UC Davis Bookstore and Chapter, a new MOU shall be established between the two parties.
  - b) Chapter will have the ability to sell licensed UC Davis logo goods on a consignment basis whereby margin is split equally between Chapter and the UC Davis Stores with the understanding that Chapter will not produce logoed items not officially approved by the university.
  - c) The UC Davis Stores will assume the merchandise cost of the UC Davis trademarked consignment merchandise sold in the Chapter store. This inventory will be specified on an inventory spreadsheet the Stores will provide to Chapter whenever new product is delivered.
  - d) On a monthly basis, the UC Davis Stores will send an employee over at a mutually agreeable time to inventory the trademarked consignment merchandise.
  - e) Based on this inventory, the UC Davis Stores will initiate a Kuali transfer document monthly to initiate a transfer of funds from Chapter to the UC Davis Stores for the money due on the product not inventoried. This amount will be equal to the retail of the items not inventoried minus Chapter's 50% share of the margin of these goods.
  - f) At the end of the fiscal year (date to be determined each June) the UC Davis Stores will send an employee over to do a physical inventory of all trademarked consignment merchandise for the purpose of reporting to the campus. Chapter should not include any of the merchandise owned by the store in their end of year physical inventory counts.

- g) Chapter will be able to house and sell student club merchandise.
- h) When vacating the Veterinary Store location, the UC Davis Stores will leave all fixtures owned by the University intact. These fixtures will become the responsibility of Chapter. All electronic equipment will be removed by the UC Davis Stores upon vacating.

5. PRINCIPAL CONTACTS: The principal contacts for this agreement are:

UCD-Chapter POC:	UC Davis Stores POC:
Sean Owens, DVM, DACVP	Jason P. Lorgan
Associate Dean of Student Affairs	Director of UC Davis Stores
VMTH Associate Hospital Director	530-752-9075
530-752-6160	jplorgan@ucdavis.edu
sdowens@ucdavis.edu	

6. EFFECTIVE DATE, MODIFICATION AND TERMINATION:

- a. This MOU will begin on August 1<sup>st</sup>, 2013 and terminate when either party gives 90 days written notice.
- b. Modifications will be made by mutual written agreement only. If either party desires a modification of this agreement, the parties shall, upon reasonable notice of the proposed modification by the party desiring the change, confer in good faith to determine the feasibility of such modification.

### **APPENDIX 3**

#### **Updated Memorandum of Understanding with the UC Davis Stores and UC Davis Veterinary Medicine Central Services**

This memorandum was signed on April 24<sup>st</sup>, 2014 by Jason Lorgan, Director of the UC Davis Stores, Krista Prato Matthews, current Chapter president, Sean Owens, current Chapter Faculty Advisor and Associate Dean of Student Programs and Patrick Van Dyke, The Swaggie Representative of UC Davis School of Veterinary Medicine Central Services and goes into effect on August 31, 2013.

1 April 2014

**Memorandum Of Understanding**

To: University of California Davis Stores  
University of California Davis, School of Veterinary Medicine (SVM)  
SVM Student Chapter of Veterinary Medicine (SCAVMA)

RE: Distribution of UC Davis Logo Items Through The Swaggie Store

Purpose: This MOU is to establish a distribution agreement of UC Davis logo items through the Swaggie store operated in collaboration between SCAVMA and SVM.

Scope: This MOU is to provide guidance to the business relationship between UC Davis Stores and Swaggie Store regarding ordering and distribution of UC Davis logo items.

Assumptions: Both parties will adhere to the guidelines set forth. Continuous improvements to the business relationships can be amended to the MOU provided a thirty-day written request by either party is agreed on.

**Terms:**

- The Swaggie Store will order UC Davis logo items through the UC Davis Store and its authorized manufacturers.
- UC Davis Stores can utilize 3-V105PRI-SCAVR for Swaggie purchases for resale.
- The UC Davis Store margin on UC Davis logo items to Swaggie Store will be at 25% (cost/.75).
- UC Davis logo items can be shipped directly from the manufacturer to the Swaggie Store location.
- Any discrepancies with shipped items, returns, or manufacturer issues, Swaggie Store will notify UC Davis Store procurement for credit or appropriate manufacturer resolution.
- UC Davis logo items purchased by Swaggie store from UC Davis Store is an asset to the Swaggie store.
- Swaggie Store can order and distribute UC Davis logo items through the UC Davis Store for SVM departments and affiliated club groups.

  
Swaggie - Store Representative's Signature

Patrick Van Dyke 4/24/14  
PRINT NAME Today's Date

  
UC Davis Store's Representative's Signature

Jason Logan 4-23-14  
PRINT NAME Today's Date

  
UC Davis - SVM Representative's Signature

Jason Olsen 4/24/14  
PRINT NAME Today's Date

  
SCAVMA Representative's Signature

Krista Prato Matthews 4-23-14  
PRINT NAME Today's Date

Disclaimer: Thirty (30) days notice either party can withdraw from MOU with written notification.

cc: The Swaggie Store  
University of CA Davis Stores  
UC Davis -SVM  
SCAVMA

**APPENDIX 4**

**Updated Memorandum of Understanding with the UC Davis Swaggie Store**

This memorandum was signed on April 18th, 2017 by Paige Livingston, current Chapter President, and Patrick Van Dkye, The Swaggie Representative of UC Davis School of Veterinary Medicine Central Services and went into effect on April 18th, 2017.



**UC DAVIS**  
**VETERINARY MEDICINE**

Biological Media/Central Services

Phone: 530-752-7847

FAX: 530-752-2151

Email: [pavandyke@ucdavis.edu](mailto:pavandyke@ucdavis.edu)

18 April 2017

**Memorandum Of Understanding**

TO: UCD Swaggie Store & SAVMA

RE: Distribution of SAVMA SVM logo items

Purpose: This MOU is to establish a distribution agreement of SAVMA items through the Swaggie Store.

Scope: This MOU serves as a guide for the business relationship between The Swaggie Store and SAVMA regarding purchasing, distribution, sales reporting, income transfers of sold items, of SAVMA SVM logo items.

Assumptions: Both parties will adhere to the guidelines set forth. Continuous improvements to the business relationships can be amended to the MOU if a thirty-day written request by either party is provided and agreed upon.

**Terms:**

- a) SAVMA will provide input on purchasing SVM logo items, that SAVMA will market to SVM student, faculty and alumni. Due to space and to focus promotion, maximum of 6 items.
- b) The Swaggie Store will purchase the suggested logo items through UCD stores in accordance to UC Policy. Swaggie store will provide the cost + Swaggie mark up of product to SAVMA.
- c) Retail price will be determined by SAVMA representative. SAVMA can determine a percentage discount off retail for qualifying SVM students. Student must provide student ID to receive student discount for SAVMA items.
- d) Swaggie will generate monthly sales report of SAVMA items.
- e) After monthly sales report is confirmed, Swaggie will process a Distribution of Income and Expense through Kualii to SAVMA income account.
- f) Swaggie has the right to refuse the processing of orders during scheduled closures. This will occur during scheduled fiscal inventory and UC holiday schedule. Swaggie will post and announce closures 14 days prior.

*Patrick Van Dyke*

Swaggie Store Representative's Signature

*Paige Livingston*

SAVMA Representative's Signature

*Patrick Van Dyke*

PRINT NAME

*4/18/2017*

Today's Date

*Paige Livingston*

PRINT NAME

*4-18-17*

Today's Date

Disclaimer: Thirty (30) days notice either party can withdraw from MOU with written notification.

cc: The Swaggie Store, SAVMA