

Guidelines for Student Chapters of the Association of Shelter Veterinarians

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Article I: Name and NonDiscrimination Policy of the Organization.

1. Student Chapter of the Association of Shelter Veterinarians at The Ohio State University
2. This organization and its members shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance to the registration guidelines for student organizations at Ohio State.

Article 2: Mission

Student chapters must uphold the mission of the Association of Shelter Veterinarians (ASV):

"The mission of the ASV is to advance and support the practice of shelter medicine in order to improve community animal health and well-being"

Article 3: Objectives

The objectives of this organization shall be:

- To promote the importance of the specialty of shelter medicine in veterinary medicine and to raise student awareness of issues pertaining to homeless animals and pet overpopulation, which may include:
 - the mission of animal control and humane shelters and the role of the shelter veterinarian
 - prevention, management, and control of infectious disease in the shelter setting
 - shelter animal behavioral evaluation, prevention, and management of confinement-related behavioral disorders, stress management, training and rehabilitation of shelter animals
 - high volume and prepubertal age spay/neuter, trap neuter release, and other pet sterilization methods
 - the veterinarian's role in animal cruelty recognition, reporting, and investigation
- To encourage camaraderie among veterinary students with an interest in animal shelter medicine

- To provide educational opportunities for veterinary students related to the practice of shelter medicine through guest speakers, wet labs, and other formats
- To assist students in participating in externships with practicing shelter veterinarians
- To provide a venue for veterinary students to support local shelters or other programs designed to help homeless animals
- To create and maintain an affiliation between the Student Chapter members and members of the Association of Shelter Veterinarians (ASV)
- To act as a communication link between practicing shelter veterinarians and veterinary students via the ASV communications and the ASV listserv
- To allow mention of SCASV membership on curriculum vitae to demonstrate interest in shelter medicine to prospective veterinary employers

Article 4: SCASV Membership

- To be a member in good standing, the following standards must be met:
 - A member must be a full or part-time veterinary student enrolled in an accredited veterinary school
 - Members must attend at least one SCASV meeting per semester
- Membership shall not be restricted on the basis of sex, race, religion, sexual orientation, or disability
- A student chapter must consist of at least 3 veterinary students. An updated list of members must be submitted annually at the time the chapter membership in the ASV is renewed.
- The membership for an entire chapter in the ASV will be equal to the cost of a graduate DVM membership.
- President, who will distribute this information to the group.
- Students who are not members of an active ASV Student Chapter may join at the usual student rate.
- Each student chapter of the ASV must be financially self-sufficient. No financial support is available from the ASV. Chapters may raise money to promote educational experiences for chapter members, hold educational events for chapter members and students, and for specific projects that pertain to the practice of shelter veterinary medicine.
- Each student chapter is strongly encouraged to contribute at least one story per year to the ASV about Chapter activities, and to post a chapter profile/web link on the ASV website (shelternet.org). Student chapters are also encouraged to maintain contact with the ASV Student Liaison regarding club activities. Our

goal is to share ideas with other student chapters on how to encourage and develop the study of shelter medicine.

- In the event that a member acts in a manner that is deemed inappropriate by university standards, the member will be given a warning and further action taken depending upon the offense. If membership is to be revoked, all officers must approve the action.
- In the event that an officer acts in a manner that is deemed inappropriate by university standards, the officer will be given a warning and further action taken depending upon the offense. If membership is to be revoked, all officers as well as the club advisor must approve the action.

Article 5: Amendments

- Proposed Chapter Constitution or Bylaw amendments shall be presented in writing to the ASV President.
- Passage of an amendment requires a majority vote of the members of ASV executive board.

Article 6: Relations with the Association of Shelter Veterinarians

- The Chapter shall operate under an official charter granted by the Association of Shelter Veterinarians, and in accordance with this Constitution and Bylaws.
- Within one year of joining the ASV, each Student Chapter must vote on and approve the ASV Constitution and Bylaws for their Student Chapter.
- The Chapter shall be self governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
- Each Student Chapter must have an advisor who is an active member of the ASV. The annual ASV dues will be waived for one faculty advisor for each chapter as long as the chapter remains active.
- Each Student Chapter must provide the ASV contact information for the Chapter President, a list of officers, the number of members, and the name of the Chapter Advisor annually.

Article 7: Method of Selecting and/or Removing Officers and Members

Membership is approved when students interested in joining have paid the required club dues for the year. In order for members to be nominated for an officer position, they must be an approved member of the Shelter Medicine Club and in good academic standing. Officers are selected in an election based on a majority vote. Elections are

typically held in the Spring Semester.

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. If a member or leader does not meet these expectations, then it should be expressed to the club advisor and the elective board who will then inform the member or officer of interest. If an officer is not meeting the expectations of their position, the individual can be asked to step down from the position by the club advisor and the rest of the elective board. If the elective board and club advisor find it necessary, they can call a quorum vote for the removal of an officer or members through an anonymous written ballot. Members and officers are removed if there is a majority vote of the quorum voting in favor of the removal of the member or officer. The organization's nondiscrimination policy should protect members from removal based on listed statuses in the policy.

Article 8: Method of Dissolution of the Organization

Should the executive board and members of the organization choose to dissolve the organization, it must be held by a quorum vote of the member body with two thirds majority of the membership voting in favor of dissolving the organization.

If a dissolution vote has passed through membership, assets from bank accounts associated with the club must be handled and closed. In this instance, funds may be given as charity to a local organization promoting shelter medicine or to the school to further shelter medicine. These assets may not go back to current members at the time of dissolution.

BYLAWS

Article I: Officers and Executive Board

1. The term of office for all officers shall be one year.
2. Each Chapter must have a President, Treasurer, and Secretary. The Chapter may also choose to have a President-Elect, Social Media & Merchandise Chair, Fundraising & Outreach Chair, and Wetlab Coordinator.
3. There is no limit on the number of times a person may hold an office.
4. All officers are expected to attend all meetings and events scheduled by the club unless they notify the President they are unable to attend and absences is not a frequent concern.
5. All officers are required to participate in one fundraising shift per event per

school year as organized by the Fundraising & Outreach and Social Media & Merchandise Chairs, unless there is not a sufficient quantity of shifts to warrant participation by all board members.

Article II: The President

1. The President shall be the chief executive officer of the Chapter.
2. Duties:
 - a. The President (when present) shall preside at all meetings of the Chapter.
 - b. The President shall be an exofficio member of all committees.
 - c. The President may appoint members to any committee.
 - d. The President shall review the objectives of the student Chapter at the first meeting of each new year.
 - e. The President shall attend the training session hosted by the Office of Student Life in a timely manner.

Article III: The President-Elect

1. Duties:
 - a. The President-Elect shall preside at Chapter meetings in the absence of the President and shall take over the responsibilities of the President should they be unable to complete their term of office.
 - b. The President-Elect shall oversee the organization and planning of volunteer activities in the community for the club and the microchip event.
 - c. The President-Elect shall assist the President in planning events for the fall semester.
 - d. The President-Elect shall assume the role of President for the Chapter in the year following their election.

Article IV: The Secretary

1. Duties:
 - a. The secretary shall determine the number of members in attendance and record the minutes of the chapter meetings. If no secretary is present, these duties will be undertaken by the President-Elect, Treasurer, or other designated officer.
 - b. The secretary shall post the minutes of each chapter meeting within one week following the meeting. Chapters are encouraged to forward meeting minutes to the ASV Student Liaison.
 - c. The secretary shall be responsible for maintaining a permanent file of the Chapter's Business.

- d. The secretary shall write regular emails to club members to announce club activities and updates.

Article V: The Treasurer

1. Duties:

- a. The Treasurer shall be the sole custodian of the financial resources of the Chapter. He or she shall keep a detailed account of these funds and make such disbursements as the Chapter may direct. A separate checking account should be in effect for Student Chapter business.
- b. The Treasurer and the President shall be the sole purchasing agents of the Chapter.
- c. The Treasurer shall be responsible for collecting dues and other funds, issuing receipts, and keeping an active roster.
- d. The Treasurer shall file a written report at the end of the term detailing the past year's transactions.
- e. The Treasurer shall attend the training session hosted by the Office of Student Life in a timely manner.

Article VI: Social Media & Merchandise Chair

1. Duties:

- a. The Social Media & Merchandise Chair is responsible for organizing volunteers and shifts for fundraising events such as merchandise sales held at the College of Veterinary Medicine, and the Midwest Veterinary Conference. This includes setting up and breaking down/packing up any merchandise booths or tables.
- b. The Social Media & Merchandise Chair is responsible for maintaining all club merchandise and is able to create new designs for future merchandise.
- c. The Social Media & Merchandise Chair must work with the Treasurer to determine how much funds can be spent on purchasing new merchandise.
- d. The Social Media & Merchandise Chair is responsible for taking pictures at events and posting original content, photos, and updates to social media.
- e. The Social Media & Merchandise Chair is responsible for creating a digital display for the Chapter to be showcased in the Veterinary Medical Center.

Article VII: Fundraising & Outreach Chair

1. Duties:

- a. The Fundraising & Outreach Chair will serve as a liaison to local shelter and rescue organizations and will facilitate club activities with those organizations.
- b. The Fundraising & Outreach Chair will track the participation of the board members in fundraising events.
- c. The Fundraising & Outreach Chair is responsible for organizing at least one event each semester.

Article VIII: Wet Lab Coordinator

1. Duties:

- a. The Wet Lab Coordinator is responsible for organizing hands-on events and wet labs for the club while coordinating with faculty, other board members, and other clubs.
- b. The Wet Lab Coordinator will work with the treasurer to procure materials needed for the wet lab.
- c. The Wet Lab Coordinator is responsible for organizing the setup and clean up of wet labs and helping to make sure they run smoothly.

Article IX: Class Representatives

1. It is recommended but not required that the Chapter designate four class representatives, one from each class present at the veterinary school.
2. Duties:
 - a. The class representative shall act as a liaison between their class and the Chapter. (e.g. making announcements in class about Chapter activities and presentations.)
 - b. The class representative shall distribute written information as needed, to members of their class or their mailboxes.

Article X: SCASV Advisors

1. One advisor shall be selected by the Student Chapter who is a faculty member at the same school, and a member or willing to become a member of the ASV.
2. The advisor(s) shall serve as an advisor to the Chapter and as a liaison between the Chapter and the ASV, faculty, and practitioners offering shelter medicine externships.
3. An advisor's term of office shall be one year and may be renewed by the Chapter.
4. The advisor shall approve any speaker or event offered by the Student Chapter of the ASV.

Article XI: Elections

1. All officers shall be elected in accordance with customary parliamentary procedures.
2. A majority vote shall be required for the election to be valid.
3. All officers shall be elected by written, digital, or oral ballot and shall assume the responsibilities of their position at the next general meeting.
4. Officer nominations shall be made at the meeting prior to the meeting at which elections are to take place.

Article XII: Executive Board Meetings

1. Meetings shall occur as determined by the President and President-Elect.
2. Special meetings may be called at any time by the President and shall be announced at least 48 hours in advance.

Article XIII: Order of Business

1. Suggested order of business:
 - a. Call to order.
 - b. Record number in attendance.
 - c. President's report.
 - d. President-Elect's report.
 - e. Treasurer's report.
 - f. Secretary's report.
 - g. Committee reports.
 - h. Unfinished business.
 - i. New business.
 - j. Nominations or elections of officers or subcommittees.
 - k. Appointments.
 - l. Adjournment.
2. The President, with the approval of the members present, may modify the order of business.
3. In any matter where the Constitution and ByLaws do not provide instruction, the Chapter shall employ "Robert's Rules of Order" as a guide. The President, faculty advisor, or another appointed member will serve as parliamentarian in cases of dispute.

Article XIV: Committees

1. The President shall appoint the chairperson of any committees deemed necessary by the Chapter and shall be responsible for filling vacancies as they may occur.
2. Committee members shall be volunteers