



Association of Shelter Veterinarians Sample Student Chapter Bylaws

Article 1: Name

The name of this organization shall be:

The (Name of School) Student Chapter of the Association of Shelter Veterinarians (SCASV)

Or, as a sub-heading:

(Veterinary Student Group Name)

A Student Chapter of the Association of Shelter Veterinarians

Article 2: Mission

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

1. 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 early age spay/neuter, trap-neuter-return, and other pet sterilization methods.

- the veterinarian's role in animal cruelty recognition and reporting.
2. Encourage camaraderie among veterinary students with an interest in animal shelter medicine.
 3. Provide educational opportunities for veterinary students related to the practice of shelter medicine through guest speakers, wet labs, and other formats.
 4. Assist students in locating externships with practicing shelter veterinarians.
 5. Provide a venue for veterinary students to support local shelters or other programs designed to help homeless animals.
 6. Create and maintain an affiliation between the Student Chapter members and members of the ASV.
 7. Act as a communication link between practicing shelter veterinarians and veterinary students via ASV printed materials and the ASV discussion forums.
 8. Allow mention of SCASV membership on curriculum vitae to demonstrate interest in shelter medicine to prospective veterinary employers.

Article 4: SCASV Membership

1. To be a member in good standing, the following standards must be met:
 - a. A member must be a full or part time student enrolled in a school of veterinary medicine
 - b. Members must attend at least one SCASV meeting per year.
2. Membership shall not be restricted on the basis of sex, race, religion, sexual orientation, disability, or any other protected category.
3. A student chapter must consist of at least 3 veterinary students. An updated list of members must be submitted annually.
4. Students who are not members of an active ASV Student Chapter may join at the usual ASV student rate.
5. Each student chapter of the ASV must be financially self sufficient. No financial support is guaranteed from the ASV, although limited grant funding may occasionally be available. Chapters may raise money to offset membership costs, promote educational experiences for chapter members, hold educational events for chapter members and for students, and for specific projects that pertain to the practice of shelter veterinary medicine, in accordance with their university regulations.

6. 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 (sheltervet.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.

Article 5: Amendments

1. Proposed Chapter Constitution or Bylaw amendments shall be presented in writing to the Chapter President.
2. Passage of an amendment requires a majority vote of the Chapter's officers.

Article 6: Relation with the Association of Shelter Veterinarians

1. The Chapter shall operate under an official charter granted by the Association of Shelter Veterinarians, and in accordance with this Constitution and Bylaws.
2. Within one year of joining the ASV, each Student Chapter must vote on and approve the ASV Constitution and Bylaws for their Student Chapter.
3. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution and Bylaws.
4. 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.
5. 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: Officers and Executive Board

1. The term of office for all officers shall be one year.
2. Each Chapter must have a President and Treasurer, and may also have a Vice-President and Secretary.
3. There is no limit on the number of times a person may hold an office.
4. Other officers may be appointed as determined by the Chapter President.

Article 8: 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 ex-officio 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.

Article 9: The Vice-president

1. Duties:

- a. The Vice-president shall preside at Chapter meetings in the absence of the President and shall take over the responsibilities of the President should he or she be unable to complete his or her term of office.

Article 10: 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 Vice-president, Treasurer, or other designated officer.
- b. The secretary shall be responsible for maintaining a permanent file of the Chapter's Business, including minutes of business meetings.

Article 11: The Treasurer

1. Duties:

- a. The Treasurer and/or Faculty Advisor shall be the sole custodians 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.
- b. The Treasurer shall be responsible for collecting dues and other funds, issuing receipts, and keeping an active roster.

Article 12: Class Representatives

1. It is recommended but not required that the Chapter designate one class representative 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 13: 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 shall provide guidance to the Chapter and serve 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 to ensure they meet the objectives and mission of the ASV.

Article 14: Elections

1. Officers shall be elected by the members by written, electronic, or oral ballot.

Article 15: General Meetings

1. Meetings shall occur as determined by the President.
2. Special meetings may be called at any time by the President and shall be announced at least 48 hours in advance.
3. A majority vote of those present or who have submitted written ballots shall be required to pass a motion.

Article 16: Order of Business

1. Suggested order of business:
 - a. Call to order
 - b. Announcements
 - c. Record number in attendance
 - d. Reading of the minutes by Chapter Secretary
 - e. Treasurer's report
 - f. Committee reports
 - g. Unfinished business
 - h. New business
 - i. Nominations or elections of officers or sub-committees
 - j. Appointments

k. Program

l. Adjournment

2. The President may modify the order of business.
3. In any matter where the Constitution and By-Laws 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 17: 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.