
THE COLLEGE OF VETERINARY MEDICINE, AT
CORNELL UNIVERSITY, STUDENT CHAPTER OF
THE AMERICAN VETERINARY MEDICAL
ASSOCIATION

BYLAWS

Created on February 25th, 2001

Last Modified: 11/04/2015

Table of Contents

Article I. Standard Operating Procedures	4
Section 1) SOP Defined	4
Section 2) Procedure for Updating an SOP	4
Article II. Executive Board	4
Section 1) Executive Board Membership	4
Section 2) President	4
Section 3) Vice President	4
Section 4) Secretary	5
Section 5) Treasurer	5
Section 6) Class Representative	6
Section 7) Annual Reports	6
Section 8) Delegates to the SAVMA House of Delegates (HOD)	6
Article III. Faculty Advisors	6
Section 1) Senior Faculty Advisor	7
Section 2) Affiliate Faculty Advisor	7
Article IV. Order of Business	7
Section 1) Rules of Order	7
Section 2) Agenda	7
Article V. Elections	7
Section 1) Nominations	7
Section 2) Election of Officers	8
Section 3) Absentee Ballots	8
Section 4) Announcement of Results	8
Section 5) Term of Office	8
Article VI. Removal of Officers	9

Section 1) Grounds for Removal from Office	9
Section 2) Procedure for Removing an Officer from Office	9
Article VII. Replacement of Officers	10
Section 1) President	10
Section 2) Vice President, Secretary, Treasurer, Editors, and Chairs	10
Section 3) Class Representatives	10
Article VIII. Meetings	10
Section 1) Frequency	10
Section 2) Quorum	10
Article IX. Honorary Membership.....	10
Section 1) Procedures	11
Article X. Finances	11
Section 1) Repository of Funds	11
Section 2) Disbursements	11
Section 3) Receipts	11
Section 4) Dues	11
Section 5) Audit	11
Article XI. Amendments	11
Section 1) Procedure.....	11
Article XII. General Board Officers and Committees	11
Section 1) Officers and Committee Members	11
Section 2) Ad Hoc Committees.....	12
Article XIII. Student Government Officers.....	12
Section 1) Officers.....	12
Section 2) Pre-Veterinary Society Representative.....	12
Section 3) Position Eligibility.....	12
Section 4) Position Descriptions.....	12

Article I. Standard Operating Procedures

Section 1) SOP Defined

Each officer shall have an SOP which shall act as the official document defining the duties and events to be performed by that position.

Section 2) Procedure for Updating an SOP

- a. Each year after the November SCAVMA meeting each officer shall review and update their respective SOP. These updates may include basic edits to events and duties they perform but shall not alter the position as previously defined.
- b. To officially edit the position an Amendment to the SOP document must be proposed in accordance with Article XI of this document.

Article II. Executive Board

Section 1) Executive Board Membership

All members of the Executive Board shall be members of Cornell University Student Chapter of the American Veterinary Medical Association (SCAVMA or Chapter).

Section 2) President

The President shall:

- a. act as Chief Executive Officer of the Cornell University SCAVMA.
- b. preside over Chapter and Executive Board meetings.
- c. vote only in the case of a tie.
- d. appoint ad hoc committees, supervise the filling of vacancies, and serve as

an ex-officio of all committees.

e. serve or appoint someone to serve as an alternate Student American

Veterinary Medical Association (SAVMA) Delegate if an elected delegate is unable to attend a meeting of the House of Delegates (HOD).

f. be responsible for scheduling AVMA and NYSVMS lectures on organized veterinary medicine each year so that members may fulfill requirements described in Article IV, Section 4, of the Constitution.

g. submit a record of duties of the President and a summary of the past year's activities at the completion of the term of office.

h. serve a term of office of one year (January 1 to December 31), and continue in an advisory capacity for the first semester of the new term.

Section 3) Vice President

The Vice President shall:

a. coordinate general membership meetings, speakers, and functions with other special interest groups within the college.

b. preside at the meetings of the Chapter and the Executive Board when the President is absent.

c. assume the office of the President, should the President be unable to execute the duties of the office, until the President is able to resume such duties or for the remainder of the term.

d. maintain a record of Members in Good Standing in conjunction with the Treasurer in accordance with Article IV, Section 4, of the Constitution.

e. submit a record of duties of the Vice President and a summary of the past year's activities at the completion of the term of office.

f. serve a term of office of one year (January 1 to December 31), and continue in an advisory capacity for the first semester of the new term.

Section 4) Secretary

The Secretary shall:

a. record the minutes of each meeting of the Chapter and Executive Board, and make them available to all SCAVMA Members.

b. report to the Chapter at each meeting concerning the business of the previous meeting.

c. be responsible for all official correspondence of the Chapter.

d. submit a record of duties of the Secretary and a summary of the past year's activities at the completion of the term of office.

- e. serve a term of office of one year (January 1 to December 31), and continue in an advisory capacity for the first semester of the new term.

Section 5) Treasurer

The Treasurer shall:

- a. follow all guidelines under Article VIII.
- b. oversee all monetary transactions for the chapter.
 - 1. Collect incoming funds, write outgoing checks, and record all transactions in both written and computer registers on a weekly basis.
 - 2. Reconcile both the Cornell Federal Credit Union bank account and the Cornell account, evaluate the Chapter's budget, and present a financial statement to the President and Executive Board on a monthly basis.
- c. complete the IRS Form 990 and all official reports the Chapter must file in a timely fashion.
- d. file taxes for the calendar year in which the Treasurer is in office, with assistance from the newly elected Treasurer.
- e. maintain a record of Members in Good Standing in conjunction with the Vice President.
- f. present a financial report and record of duties of the Treasurer and a summary of the past year's activities at the completion of the term of office to the President and newly elected Treasurer.
- g. serve a term of office of one year (January 1 to December 31), and continue in an advisory capacity for the first semester of the new term (during which the previous year's taxes are filed).

Section 6) Class Representative

The Class Representatives shall:

- a. consist of two representatives each for the first-year class and second-year class, and three representatives each for the third-year class and fourth year class.
- b. report to their respective class concerning Chapter meetings and activities.
- c. serve on the Executive Board, representing the interests of their class at all meetings.
- d. serve on a committee, as deemed necessary by the Executive Board.
- e. submit a record of duties of the Class Representative and a summary of the past year's activities at the completion of the term of office.
- f. serve a term of office of three and one half years (January 1 to graduation).
 - 1. Exception: third year term (January 1 of third-year to May of graduation – total of one and a half years)

g. one position shall be reserved for a non-SCAVMA member per class year.

Section 7) Annual Reports

- a. Officers shall maintain a record of their duties with updated annual reports on their Chapter activities throughout the term and deliver these files to the President and successor at the end of the term.
- b. The incoming and outgoing Presidents and Treasurers shall complete a transfer and review of all financial records by the second week of the new term.

Section 8) Delegates to the SAVMA House of Delegates (HOD)

- a. The Chapter shall be represented by two Delegates at each meeting of the SAVMA House of Delegates.
- b. A Junior Delegate shall be elected from the first-year class for a two year term (November to October), continuing as the Senior Delegate during the second half of the term (November to October), and serving in an advisory capacity thereafter.
- c. SAVMA Delegates shall serve as members of the Executive Board with the full rights and responsibilities of an Executive Board member.
- d. Delegates shall prepare a report of SAVMA HOD meetings, make it available to all SCAVMA Members, and present an oral report at the next scheduled Chapter meeting following the SAVMA HOD meeting.
- e. At the completion of the Senior Delegate term, the Delegates shall submit a record of their combined duties to the incoming Junior Delegate, including schedules and contacts for Delegate activities.

Article III. Faculty Advisors

Section 1) Senior Faculty Advisor

The Senior Faculty Advisor shall:

- a. be an active member of the AVMA.
- b. serve a term of office of two years (beginning January 1 and ending December 31 of the second year), with no term limits, and continue in an advisory capacity for the first semester of the new term when applicable.

Section 2) Affiliate Faculty Advisor

An Affiliate Faculty Advisor shall:

- a. be an active member of the AVMA.
- b. serve a term of office of two years (beginning January 1 and ending December 31 of the second year), with no term limits, and continue in an advisory capacity for the first semester of the new term when applicable.

Article IV. Order of Business

Section 1) Rules of Order

The presiding Officer may suspend formal rules of order unless two or more members object, wherein Robert's Rules of Order shall govern the meeting in all applicable cases.

Section 2) Agenda

- a. Call to Order
- b. President's Report
- c. Vice President's Report
- d. Secretary's Report
- e. Treasurer's Report
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

Article V. Elections

Section 1) Nominations

- a. The nominees for Executive Board and contested Committee Chair positions must submit a statement of purpose to the President to be distributed or displayed to the student body prior to an election.
- b. Honor Board, SAVMA Delegate, NYSVMS Junior Representative and Admissions Committee Representative nominations shall be accepted at the beginning of October. The Junior Delegate, two Honor Board Representatives and NYSVMS Junior Representative must be elected from the first-year class. The Admissions Committee Junior Representative must be elected from the second year class.
- c. Nominations for President-Elect, Vice President, Secretary, Treasurer, Class Representatives, and Chairs of all standing committees shall be accepted for one week prior to elections.
- d. The Vice President and Secretary must be elected from the second-year class. Other Committee Chair positions may be elected from both the first- year and second-year classes. Third-year class members may only be nominated as Class Representative.
- e. The President-Elect and Treasurer-Elect must be elected from the first-year class.
- f. To be eligible, all nominees must accept the nomination at the time of nomination. Elected Executive and General Board Officers must be in good standing before the beginning of the term.

g. All Officer and Committee positions must be held by SCAVMA members with the exception of the Student Government positions and one Class Representative from each class, which are open to all students at the Cornell College of Veterinary Medicine.

Section 2) Election of Officers

- a. Election of the Junior Delegate, NYSVMS Junior Representative, Honor Board and Admissions Committee Junior Representative positions shall take place by November 1.
- b. Election of a Vice President, Secretary, Class Representatives, President-Elect, Treasurer-Elect, and Chairs of all standing committees not stated previously in Section 2) shall take place before the final Chapter meeting of the calendar year.
- c. Voting shall be by confidential ballot.
- d. The winning candidate(s) shall have the highest plurality of the votes cast.
- e. Two Class Representatives shall be elected as first year representatives of their class, and one position will be open to a non-SCAVMA member. A third Class Representative will be elected fall of third year and may be a SCAVMA member or not. As long as two Class Representatives are SCAVMA members, the other position is open to a non-SCAVMA member.
- f. Only the Executive Board and the Faculty Advisor shall administer the election and count of ballots. Any member of the Executive Board who is a candidate for an office shall not participate in the counting.

Section 3) Absentee Ballots

Absentee ballots may be obtained from the Chapter President. No ballots shall be issued before all nominations are closed, and no ballots will be counted after the results for the election have been announced. Absentee ballots must be submitted by the day of the election and will be counted at the same time as other ballots.

Section 4) Announcement of Results

- a. The President shall announce the winner of each office after counting; the actual count will shall not be divulged.
- b. Results will be considered final unless the Officers object. A majority vote of the Officers is required to settle objections.

Section 5) Term of Office

- a. The term of office of the incoming President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and Chairs of all standing committees shall be one year (January 1 to December 31).
- b. The Junior Delegate term shall be one year (November 1st to October 31st of the following year), continuing on thereafter as the Senior Delegate. This includes a commitment to two House of Delegates meetings.

- c. The Senior Delegate term shall be one year (November 1st to October 31st of the following year). This includes a commitment to two House of Delegates meetings
- d. The NYSMS Junior Representative term shall be 1 (from November 1st to October 31st of the following year), continuing on thereafter as the NYSVMS Senior Representative.
- e. The NYSVMS Senior Representative shall be one year (November 1st to October 31st of the following year).
- f. The Admissions Committee Junior Representative term shall be one year (November 1st to October 31st of the following year), continuing on thereafter as the Senior Representative.
- g. The Admission Committee Senior Representative term shall be three months (November 1st to February 1st of the following year).
- h. The Class Representatives shall serve a term of office of three and one half years (January 1 to graduation).
 - 1. Exception: third year term (January 1 of third-year to May of graduation – total of one and a half years)
- i. Any newly elected Officer who is, for any reason, unable or unwilling to assume office must inform the President in writing. The President shall then inform the Chapter at the next meeting and nominations for the office will be accepted. The election shall follow within two weeks.
- j. After termination of office, immediate past Officers are expected to attend the first meeting of the new Officers and advise incoming Officers for their first semester in Office.

Article VI. Removal of Officers

Section 1) Grounds for Removal from Office

Any officer may be removed from the office for any cause deemed significant, either unanimously by the other Officers, or by two-thirds of the members present at a meeting as described in Article V, Section 2, below.

Section 2) Procedure for Removing an Officer from Office

- a. Any member may move that an Officer be removed from office. The member must state in the motion the Officer's name and the specific reason for the request of the Officer's removal. The motion must be seconded, but it shall not be discussed further at that meeting.
- b. Each Class Representative will read a copy of the motion to their respective classes prior to the next meeting.

c. At the next meeting, the first topic under Old Business shall be the Motion to Remove an Officer. Proponents of the motion may speak first. Opponents of the motion may speak next. When discussion is concluded, a vote shall be taken of attending Chapter members.

d. A motion for a secret ballot shall be considered in order and shall require a majority for passage.

e. Members of the Executive Board, excluding the Officer in question, shall supervise the voting. A two-thirds vote of the members present and voting is required for passage of a motion for removal.

f. The Secretary shall announce the numerical results of the vote. If the Secretary is the Officer in question, the President shall announce results.

g. No further discussion of the motion shall be considered in order. If the motion is carried, the person shall no longer hold the office, but shall retain all rights and privileges of membership.

Article VII. Replacement of Officers

Section 1) President

If the President is unable or unwilling to carry out the duties of the office, the Vice President will automatically take over responsibilities or appoint a Class Representative to the Presidency.

Section 2) Vice President, Secretary, Treasurer, and Chairs

If the Vice President, Secretary, Treasurer, or standing committee Chair is unable or unwilling to carry out the duties of their respective office, a successor may be appointed by the President with the approval of two-thirds of the remaining Officers.

Section 3) Class Representatives

It is the responsibility of each class to replace its own representatives according to procedures determined by the class.

Article VIII. Meetings

Section 1) Frequency

a. The Executive Board shall schedule all meetings. b. Officers shall meet monthly during the academic year unless otherwise scheduled by the Executive Board.

b. Officers shall meet monthly during the academic year unless otherwise scheduled by the Executive Board.

c. Meeting times shall be posted or distributed for all interested in attending.

Section 2) Quorum

Two-thirds of the Officers are required for a quorum.

Article IX. Honorary Membership

Section 1) Procedures

Honorary membership may be bestowed upon any person, with the exception of undergraduate or veterinary students, by a two-thirds vote of the members present at a chapter meeting. The honorary membership is for life. There are neither financial obligations nor voting privileges.

Article X. Finances

Section 1) Repository of Funds

The Treasurer shall select the repository for the Chapter Treasury with approval of the Executive Board.

Section 2) Disbursements

All disbursements shall be drawn from either (1) the account of the College of Veterinary Medicine, at Cornell University, SCAVMA or (2) the Cornell Federal Credit Union account of SCAVMA at Cornell University, and shall bear the name of the current Treasurer and/or President.

Section 3) Receipts

All funds received by the Chapter shall be presented to the Treasurer for deposit in the Chapter Treasury. In each instance, a receipt shall be issued and a copy of the receipt kept for the duration of the term of office for the current Treasurer and one year following.

Section 4) Dues

The dues for membership shall be determined at the beginning of the academic calendar based on SAVMA dues and the discretion of the Executive Board.

Section 5) Audit

The incoming and outgoing Presidents and Treasurers shall complete a transfer and review of all financial records by the second week of the new term. This includes a review of all income, expenses, and budgets.

Article XI. Amendments

Section 1) Procedure

Amendments to these Bylaws may be presented at any Officer Meeting. The Secretary shall read the proposed amendments at the following Officer meeting, and a two-thirds vote of the Officers shall be required for adoption of the amendment. In accordance with the Chapter Constitution,

the Chapter shall advise the AVMA of any amendments to the Bylaws. Such alterations must be approved by the AVMA before becoming effective.

Article XII. General Board Officers and Committees

Section 1) Officers and Committee Members

- a. General Board Officers and Standing committee chairs include the following: Social Chair, Retail Chair and Committee members, Fundraising, IVSA, Junior and Senior PR chairs, Junior and Senior Alumni Chairs, IM Sports, Junior and Senior Philanthropy Chairs, and Webmaster.
- b. Standing committee chairs are elected annually, and may be replaced with guidance from the SCAVMA President.
- c. All standing committee chairs shall function in an independent manner.
- d. They shall perform their duties in accordance with what is outlined in their SOP, and they shall submit a record of duties and a summary of the past year's activities at the completion of the term of office in the form of a Standard Operating Procedure.

Section 2) Ad Hoc Committees

- a. *Ad hoc* committees shall be appointed by the President.
- b. Each *ad hoc* committee must include an Executive Board chair and one member from each of the first-year, second-year, and third-year classes.
- c. Each *ad hoc* committee shall give a written report to the Chapter.

Article XIII. Student Government Officers

Section 1) Officers

The Student Government Officers shall include the following positions: Honor Board, Curriculum Committee, Admissions Committee, GPSA Representative, and Pre-Veterinary Society Representative.

Section 2) Pre-Veterinary Society Representative

The Pre-Veterinary Society Representative will be selected by the undergraduate community and will not be a position open to the members of the Cornell College of Veterinary Medicine.

Section 3) Position Eligibility

All officer positions will be open to any student of the Cornell College of Veterinary Medicine regardless of SCAVMA membership status. As such, these positions do not hold any voting

power on the General or Executive Boards unless they are concurrently SCAVMA members but do act as student representatives in their respective positions.

Section 4) Position Descriptions

Officers shall perform their duties in accordance with what is outlined in their SOP. They are still required to attend all SCAVMA meetings as members of the student government with the exception of Honor Board and Admissions Committee due to the sensitive nature of their positions. These positions are required to come as needed, but are highly encouraged to come to all meetings.