

Article I. CONSTITUTION

Pre-Veterinary Medical Association San Diego State University

ARTICLE I **NAME**

Section 1. The name of this organization shall be the *Pre-Veterinary Medical Association* at San Diego State University.

ARTICLE II **PURPOSE**

Section 1 The *Pre-Veterinary Medical Association* at San Diego State University is a campus-based organization that serves to educate the public, students, and members about the field of veterinary medicine. We foster an environment of support, teamwork, and general compassion towards animals and humans alike. The membership shall strive to gain exposure to various aspects of veterinary medicine through volunteering, hands-on experience, and education.

ARTICLE III **AUTHORITY**

Section 1 This organization is a recognized student organization at San Diego State University and adheres to all campus policies as set forth in the *SDSU Student Organization Handbook*.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV **MEMBERSHIP**

Section 1 Membership in the organization shall be open to those regularly enrolled San Diego State University students who have an interest in

learning about and helping animals.

Section 2 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 3 To be an **Active Member** you must:

- 1) Be a currently enrolled student at SDSU
- 2) Pay \$20 in dues per semester or \$30 per year
- 3) Minimum of 5 points for speaker events per semester (1 speaker)
- 4) Minimum of 10 points for volunteer events per semester (2 events)
- 5) Minimum of 4 points for fundraising events per semester (1 fundraiser = 2 hours)
- 6) Have a minimum of 30 total points for the semester (encourages students to attend socials, donate pet supplies & outside the club)

volunteer

ARTICLE V **OFFICERS**

Section 1 The officers of the organization shall be the President, Vice President of Internal Affairs, Vice President of External Affairs, Treasurer, Webmaster/Historian, Social Chair, and CSSC Representative.

Section 2 **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings, and organize the events for the semester into the event sign up page. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President must attend all CPO meetings and attend Executive Board monthly meetings and assist in event planning.
- b. The Vice President of Internal Affairs shall preside at organization meetings and CPO meetings in the absence of the President. The Vice President of Internal Affairs shall perform all legal duties assigned by the President. The Vice President of Internal Affairs shall assume the office of President if the office becomes vacant. The Vice President of Internal Affairs shall be

responsible for room reservations for meetings and assisting in event planning. The Vice President of Internal Affairs is responsible for maintaining updated APVMA membership, and updating points for each member after events. The Vice President of Internal Affairs must attend all Executive Board monthly meetings.

- c. The Vice President of External Affairs shall preside at organization meetings and shall perform all legal duties assigned by the President. The Vice President of External Affairs shall send thank you cards to all guest speakers and workshop hosts. The Vice President of External Affairs shall plan outreach events with other student organizations, animal rescues and shelters, and the community. The Vice President of External Affairs must coordinate the Therapy Dog De-Stress event on campus before finals begin each semester. The Vice President of External Affairs must attend all Executive Board monthly meetings.
- d. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. The Treasurer shall also be responsible for Fundraising Chair, planning and attending all fundraisers. The Treasurer shall be responsible for all financial travel paperwork and will work with CSSC Representative in order to ensure they are filled out properly and turned in on time. The Treasurer shall attend all Executive Board monthly meetings and assist in event planning.
- e. The Webmaster shall be responsible for keeping the website and all social media sites up to date with all current information, organizing photos, and keeping electronic files organized and updated. The Webmaster is responsible for taking minutes at each executive board meeting and sending them to our advisor after each meeting. The Webmaster shall help in designing flyers to advertise our club and on campus events. The Webmaster shall attend Executive Board monthly meetings and assist in event planning.
- f. The Social Chair shall be responsible for coordination of Committees dedicated to coordinating social events and advertisements, including making flyers, business cards, banners, and club shirts as well as purchasing cords. The Social Chair shall attend Executive Board monthly meetings and assist in event planning for the club.
- g. The CSSC Representative shall attend all CSSC meetings on Wednesday at 1pm as well as a couple events a semester in order to stay in good standing with CSSC. The CSSC Representative shall inform the rest of the executive

board each week of what was discussed during the CSSC weekly meetings and will notify members of important activities or events that are announced in the CSSC during those meetings. The CSSC Representative will acquire all travel funds and work with Treasurer to ensure they are filled out properly and turned in on time. The CSSC Representative shall be responsible for advertising the club around campus. The CSSC Representative shall attend Executive Board monthly meetings and assist in event planning.

Section 3 **Qualifications necessary to hold office in this organization are as follows:**

California State University policies require that to be eligible for office, candidates must be in good standing and regularly enrolled students at San Diego State University.

California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.

No member may hold more than one office. No member may serve more than four years in the same office.

ARTICLE VI **SELECTION OF OFFICERS**

Section 1 Elections are held in the middle of spring semester (early March) and shall take place online through a survey poll. At least one week's notice shall be provided for any meeting at which an election is to be held. Use a general meeting to discuss the different parts of each position and send out applications after the meeting. Make applications due 2 weeks after, with voting taking place the day after.

Section 2 About a week prior to elections, an informational meeting between current officers and possible future officers will take place in order to describe in detail the duties for each position and to allow questions from possible candidates.

Section 3 Nominations for officers shall be made through email. Members may nominate themselves for an office.

Section 4 Officers shall be elected by a majority vote.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 Officers shall assume office as of the end of the spring semester and shall serve for one school year.

Section 7 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by 5 active members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 8 If the position of President becomes vacant as a result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII **MEETINGS**

Section 1 Regular meetings shall be scheduled by the first meeting of the semester but new meetings may be announced two weeks to the meeting-taking place. Updated meeting times can always be found on the website: <http://sdsupvma.weebly.com>

Section 2 Special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 In order to vote a member must be in good standing with the club, meaning that the member must be an active member in the club for at least one semester to take the post as an executive officer.

ARTICLE VIII **ADVISOR(S)**

Section 1 The organization shall appoint an individual employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE IX **EXECUTIVE BOARD**

Section 1 The Executive Board shall consist of the elected and appointed officers.

Section 2 The Executive Board will meet monthly during the academic year at a set time determined early in the semester. The President or a majority of the Executive Board may call special meetings. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Board members.

Section 3 When necessary, Executive Board business can be conducted via email or via online meetings.

Section 4 The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Board shall report to the membership all actions taken between meetings except when it is too late to do so (such as when a contract has been executed). Any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote.

ARTICLE X **STANDING AND AD HOC COMMITTEES**

Section 1 The organization shall have the following standing committees: *N/A*

Section 2 The duties of each Standing Committees are as follows: *N/A*

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees.

ARTICLE XI **FINANCES**

- Section 1** Membership dues shall be \$20 a semester, or \$30 a year.
- Section 2** Dues shall be paid by the payee's first event.
- Section 3** This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting
- Section 4** Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
- Section 5** The Executive Board shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Board is authorized to approve expenditures not exceeding \$1,000 of the organization's own funds.
- Section 6** All expenses need to be approved by the President and Treasurer.
- Section 7** Only the President, Treasurer, and Social Chair will have access to the bank account.
- Section 8** Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII **DISCIPLINE OF MEMBERS**

- Section 1** When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Board. The Executive Board shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion,

suspension, or lesser sanction(s) including, but not limited to, reprimand, removal from office, a fine or corrective remedies.

Section 2 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

These bylaws were adopted on 9/15/2009 and most recently revised on 09/20/2019.

Point System*

**Subject to change/be updated as needed*

(Members will start out with 0 points at the beginning of each semester.)

There will be an accessible Excel Sheet on the club website that members can look at any time to see their current standing in the club.

5 points:

- Attending volunteer events
- Attending workshops
- Attending guest speakers/general meetings

4 points:

- Attending fundraisers (2 hour shift = 4 points)

3 points:

- Attending any other academic/major non-pvma related event at sdsu
 - HPAO Guest Speakers (Besides 250C), Cos SSC events, Career Services events, etc.
- Attending the socials

2 points:

- Volunteering/Interning somewhere consistently - 2 points per 10 completed hours
 - With proof (selfie, sign off on hours by a supervisor)
 - “Consistently”: outside of club events; going at least 3 times a month

- Donation of dry or canned dog or cat food, blankets, towels, etc at meetings or donation drives
- Helping with carpooling for events when needed
- Helping with any type of event set up/take down

1 point:

- Tagging or following us on Instagram or Facebook
- Posting our event flyers on your social media

Deductions:

- 1 free pass per semester for cancelling
- Cancelling after the lead email - Minus 5
 - Day of cancellation - Minus 10
 - Not saying anything (email or text) & not showing up at all - Minus 15

End Of Year:

- Awards for top 3 members with most points
 - Awards will be decided by officers, with input or ideas from members

Points needed to be an active member:

- A minimum of 45 total points a semester must be earned to be an active member
 - At least 8 points for fundraisers (2 fundraisers)
 - At least 15 points for volunteer events (3 events)
 - At least 10 points for guest speakers (2 speakers)
 - Get the rest of point minimum from doing other things listed
 - Members encouraged to exceed 45 points