

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be “[BLANK].” The acronyms [BLANK] and SCFVD will be utilized when appropriate.

ARTICLE II – OBJECTIVES

The objectives of this Chapter shall be:

1. To provide opportunities for veterinary dental education.
2. To increase awareness about the importance of veterinary dentistry.
3. To work cooperatively with other student chapters, organizations, and clubs.
4. To work cooperatively with the Foundation for Veterinary Dentistry (FVD).
5. To encourage FVD membership.

ARTICLE III – MEMBERSHIP

Section 1. Students eligible for active membership shall include all full-time students of veterinary medicine who are enrolled in a program of study leading to a professional veterinary degree to be granted by the [BLANK].

Section 2. Active members shall pay yearly dues during the fall semester to “[BLANK].”

ARTICLE IV – OFFICERS

The officers of the Chapter shall include a president, president-elect, secretary, and treasurer. Each of these officers shall be chosen in accordance with Article VII of the Bylaws and continue in office for one term or until their successors have been elected and installed. The eligibility, tenure, duties and method of election shall be described in the Bylaws.

ARTICLE V – AMENDMENTS

Section 1. Only with a two-thirds vote by the members of the Chapter in attendance at a regular meeting shall the Constitution be amended.

Section 2. Proposed amendments shall be presented to the Chapter for approval at least one month before final action is to be taken.

BYLAWS

ARTICLE I – OFFICERS

Section 1. The officers who have immediate charge of the Chapter affairs shall include the president, president-elect, secretary, and treasurer.

Section 2. Eligibility

- a. Candidates for any Chapter office must be members of the Chapter. Any member may nominate any other member, including himself or herself.
- b. The president, president-elect, secretary, and treasurer shall be members of the second or third year classes.
- c. If an office receives no nominees for election, then that position shall remain open until it can be filled by a qualified individual. The remainder of the officers shall perform the duties of that position until it can be filled.

Section 3. The elected officers shall assume office at the last meeting in the spring semester.

Section 4. Officers shall receive priority for Chapter activities as compensation for service.

ARTICLE II – PRESIDENT

Section 1. The president shall be the chief executive officer of the Chapter.

Section 2. The president shall:

- a. Preside at all Chapter meetings.
- b. Establish short and long-range Chapter goals.
- c. Plan and carry out Chapter activities.
- d. Approve all Chapter communication.
- e. Maintain regular contact with faculty advisors on Chapter business.
- f. Ensure completion of the annual report.
- g. Vote only in the case of a tie vote.

- h. Mentor the president-elect.

Section 3. The president shall hold office until the president is a member of the fourth year class. The president's term shall terminate at the last meeting in the spring semester.

ARTICLE III – PRESIDENT-ELECT

Section 1. The president-elect shall:

- a. Attend all Chapter meetings and preside in the absence of the president.
- b. Assist the president in establishing short and long-range Chapter goals.
- c. Assist the president in planning and carrying out Chapter activities.
- d. Identify and recruit new Chapter officers and members.
- e. Coordinate Chapter officer election procedures in the spring semester for the following year's officers.

Section 2. The president-elect shall automatically assume the office of the president at the termination of the incumbent president's term of office.

ARTICLE IV – SECRETARY

The secretary shall:

- a. Attend all Chapter meetings, read past minutes, record minutes, and report correspondence.
- b. Handle Chapter correspondences.
- c. Maintain a Chapter calendar.
- d. Maintain official Chapter records.
- e. Maintain a roster of officers and current members, including contact information.
- f. Maintain class lists and record SCFVD points earned.
- g. Coordinate Chapter registration procedures in the fall semester.
- h. Train the incoming secretary before leaving office.

Section 2. The secretary shall hold office for one year.

ARTICLE V – TREASURER

Section 1. The treasurer shall:

- a. Attend all Chapter meetings and report on Chapter finances.
- b. Oversee Chapter finances.
- c. Collect member dues and receive other monies.
- d. Pay all Chapter bills and reimbursements on time.
- e. Complete and submit an annual financial report by the stated deadline.
- f. Assist the president and other officers in preparing the budget.
- g. Maintain and supervise the Chapter bank account(s).
- h. File IRS Form(s) as necessary and appropriate state forms to comply with fundraising statutes.
- i. Train the incoming treasurer before leaving office.

Section 2. The treasurer shall hold office for one year.

ARTICLE VI – CLASS REPRESENTATIVES

Section 1. The class representatives shall:

- a. Attend all Chapter meetings.
- b. Keep their respective class apprised of current Chapter activities.

Section 2. The class representatives shall hold office for one year.

ARTICLE VII – WET LAB COORDINATOR

Section 1. The wet lab coordinator shall:

- a. Attend all Chapter meetings.
- b. Plan and carry out Chapter wet labs.
- c. Establish short and long-range Chapter wet lab goals.

Section 2. The wet lab coordinator shall hold office for one year.

ARTICLE VIII – OUTREACH AMBASSADOR

Section 1. The outreach ambassador shall:

- a. Attend all Chapter meetings.
- b. Host informational meetings and educational activities pertaining to the Chapter to approved middle schools, high schools, and institutions.

Section 2. The outreach ambassador shall hold office for one year.

ARTICLE IX – FACULTY ADVISORS

Section 1. Faculty advisors shall be members of the faculty of the [BLANK].

Section 2. Faculty advisors shall:

- a. Attend most, if not all, Chapter meetings and activities.
- b. Ensure that the activities and undertakings of the Chapter are sound and reflect favorably on the FVD by offering suggestions or ideas for discussion.
- c. Monitor the Chapter’s progress toward short and long-range goals.
- d. Be aware of the financial state of the Chapter.
- e. Assist the Chapter in complying with the [BLANK] policies and procedures.
- f. Refrain from managing the Chapter. Management of the Chapter is the responsibility of the officers and members.

Section 3. Replacement faculty advisors shall be approved with a two-thirds vote by the members of the Chapter in attendance at a regular meeting.

ARTICLE X – ELECTIONS

Section 1. All officers shall be elected by secret ballot by Chapter members.

Section 2. A majority vote shall be required for election. When there is but one nominee for an office, the Chapter shall instruct the president to cast a unanimous ballot to elect.

Section 3. The current president-elect shall supervise and coordinate all election procedures for the following year.

Section 4. Office descriptions will be circulated to eligible Chapter members at the beginning of the spring semester with a request for officer nominations. Elections shall be complete before the final spring meeting, when new officers will be installed.

Section 5. The first year class representative shall be elected as early as possible after the beginning of the school year.

ARTICLE XI - MEETINGS

Section 1. At least two regular Chapter meetings shall be held each semester at a time and location determined by the officers.

Section 2. Meetings shall be open to all students and advertised at least twenty-four hours in advance.

Section 3. A proposed agenda for the meeting shall be distributed to the officers and faculty advisors at least twenty-four hours in advance in the following format:

1. Call to order
2. Guest speakers if present
3. Minutes
4. Officer/Chapter reports
5. Unfinished business
6. New business
7. Adjournment

Section 4. All new business shall be submitted at least 3 days prior to the meeting, in the form of a written proposal.

ARTICLE XII - ACTIVITIES

Section 1. Activities may include, but are not limited to the following:

- a. Seminars
- b. Videoconferences
- c. Online courses
- d. Wet labs
- e. Procedure observation
- f. Awareness events
- g. Fundraising events

Section 2. Activities shall be open to all students, but Chapter members shall receive priority.

Section 3. Officers shall receive priority for Chapter activities as compensation for service.

Section 4. In the event an activity is oversubscribed by Chapter members, priority shall be awarded according to the following point system:

- a. Opportunities to earn SCFVD points shall be created based upon the discretion of the Chapter officers.
- b. Points shall be awarded as compensation for members volunteering time or other goods for the benefit of the Chapter.
- c. Priority shall be awarded to the members with the greatest number of points at the time of registration.
- d. Points utilized by members to receive priority shall be deducted from the member's current total points.
- e. The number of points deducted for priority to any given activity shall be based upon the discretion of the Chapter officers.

Section 5. In the event an activity is oversubscribed by non-members, priority shall be awarded first according to the point system (Article IX, Section 4), and then on a first-come-first-serve basis.

Section 6. Activities shall be advertised at least twenty-four hours in advance.

Section 7. Entry fees shall be included in activity advertising.

ARTICLE XIII – ASSESSMENTS AND BUDGET

Section 1. Assessments, other than dues, that are necessary to meet expenses shall require a two-thirds vote by all affected Chapter members.

Section 2. At the final semester meeting, the new officers shall develop and vote on the budget for the coming semester.

ARTICLE XIV – AMENDMENTS

Section 1. Only with a two-thirds vote by the members of the Chapter in attendance at a regular meeting shall the Bylaws be amended.

Section 2. Proposed amendments shall be presented to the Chapter for approval at least one month before final action is to be taken.