

2023-24 Pre-Veterinary Association Constitution
University of Wisconsin–Madison

Article I: Purpose

The purpose of the Pre-Veterinary Association - University of Wisconsin-Madison is to provide an opportunity for students to explore the diverse facets and careers of veterinary medicine. This goal is achieved through providing supplemental educational experiences in the veterinary science field and through informing members of campus and community events that may enhance their understanding of veterinary medicine.

Article II: Membership

Section 1: A member is defined as any individual, who expressed interest in the field of veterinary medicine who attends UW-Madison at least half-time as a student. A member in good standing is a member that has completed their academic yearly member requirements. Member requirements include paying the club dues, attending one general member meeting, attending one social event, and volunteering at one club fundraising or volunteer event per semester. Members must fulfill these requirements to be in good standing. An individual can declare membership at any time during the year.

Section 2: In order to participate in events such as socials, volunteer or fundraising events, and talks given by certain extra speakers, members must pay dues. \$10 will cover the entirety of the year and \$5 will cover the spring semester for members who join late in order to qualify as a due-paying member for the remainder of the academic year. Members may pay with cash, check, or Venmo.

Section 3: If a member fails to follow through on a commitment that they made to the club, then they will be given a strike if voted upon by the majority of the board. Members given strikes will become low priority for attending club events that are allotted a limited number of people to attend. Permission of these members' attendance at open events is at the discretion of the officer(s) organizing the event. These members will also not be allowed to run for an officer position for the following year. Leaders must be UW-Madison students. All decisions are made by UW-Madison students who are enrolled at least half-time.

Article III: Events

Section 1: Many events for members to attend and participate in will be planned by the officers of the Pre-Veterinary Association. These events may include, but are not limited to, socials, volunteer events, and fundraisers. These events will be announced at monthly meetings and marked on the group's Google Calendar. In addition, a list of sign-ups will be provided in the Secretary's monthly meeting summary email.

Section 2: These sign-ups will have specific details provided, including the time commitment involved and the sign-up deadline. Some events may also have a specific date and time at which members whose names appear on the list are committed to attending the event. These specific events may have this commitment deadline due to the need of volunteer presence at an event, or because there is a waitlist of other people wanting to attend. Officers are responsible for communicating via email with the people signed up for their events in a clear manner.

Section 3: Under extenuating circumstances, a member should notify the President and officer in charge of the given event as soon as possible that they are unable to fulfill an obligation for it to be considered an excused absence. The President or other officer will inform the member of the status of his/her request for an excused absence by email. If a member is found to be

dishonest about their status of health or situation, then they will automatically be given a strike. Members given a strike will be placed on a low-priority list made only available to officers, and they are less likely to be chosen for future events.

Section 4: For any event held and organized by the Pre-Veterinary Association, at least one corresponding officer must be present. For example, at least one Social Chair must be present at every social held. Under extenuating circumstances, the President or Vice President may fulfill this role if necessary, in place of the corresponding officer, if agreed upon in advance. If an officer fails to attend or organize their respective events during a given semester, they will be in bad standing within the association, becoming ineligible for re-election for future years.

Section 5: Within 48 hours of an event's completion, the officers in charge of the event are responsible for updating the Good Dog list. This includes putting the name of the specific event in the "Listed Activities" column, as well as checking off the appropriate category if this is a member's first time doing something to fulfill that requirement for the year. In addition, if this is the member's final requirement in order to be considered a member in good standing, the officer must also check that column.

Article IV: Elections

Section 1 Officers of the Pre-Veterinary Association for the following school year shall be elected by the members of the club. Elections shall take place at the April or May general meeting of the spring semester, at the discretion of the current officers.

Section 2: The candidates receiving the most votes will be considered the elected officer. Only in the case of a tie will the current President cast his or her vote.

Section 3: The term of an officer shall last from the time of election until the last meeting of the following spring semester, at which the new officers are elected. Candidates must be able to commit to the year-long term and may not run for a semester-long position.

Section 4: In the case of vacancy of the President's Office, a special election shall be held at a regularly scheduled meeting. In the case of vacancy of any other office position, a special election may be held at a regularly scheduled meeting, the President may appoint a member to fill the position, or the position may stay vacant due to outstanding circumstances only if responsibilities of the position is split between current officers.

Article V: Executive Committee

Section 1: The executive committee shall consist of all officers and club advisor(s). Section 2: Officers include: one President, one Vice President, one Secretary, one Treasurer, two Social Chairs, one CALS Student Council Representative, two Fundraising Chairs, two Public Relations Chairs, two Volunteer Chairs, and one Webmaster. Each office is responsible for the upkeep of their officer materials and position binder.

A. The President will preside over all meetings and will be responsible for overseeing the officer team, writing the agenda for both officer and general club meetings, making arrangements to have a speaker for each general monthly meeting as well as an optional speaker for each month, and thanking speakers with an appropriate note. The President also answers all club related emails in a timely fashion, signs the club up for UW Organization Fairs, and ensures the club is registered through the university. The president is responsible for organizing elections for the following year's executive board. Other duties include helping other officers with anything that they need and additional hands-on learning opportunities. The President is also responsible for organizing a yearly scholarship of a minimum of \$100.

B. The Vice President is responsible for planning the trip to the APVMA Symposium. This includes completing the APVMA club membership form, registering the club for the Symposium via the elected host, arranging transportation and lodging for attending members from the club, and potentially applying for and getting a travel grant from ASM. If the club is unable to attend the APVMA Symposium under extenuating circumstances or by reasonable choice, the Vice President must plan an on-campus symposium for members. The Vice President is also responsible for keeping attendance at club meetings, keeping track of individual club members' membership requirements via the Good Dog list, and keeping an up-to-date list of members given strikes. Other duties include setting up group tours or other club trips. Additionally, the Vice President is responsible for ensuring the constitution is up-to-date and reflects current club practices and keeping records of all versions of the constitution. Responsibilities also include applying for the Daughters of Demeter grant and arranging the end of year gifts for the President and all senior executive board members. Vice Presidents are encouraged to be actively looking for veterinary or animal-related educational opportunities such as lectures, events, etc. and helping the president or other officers with anything they may need.

C. The Secretary is responsible for keeping the club informed of meeting dates, times, and locations, taking meeting minutes at both officer and general club meetings, and maintaining the club email list. The secretary will act as a checks and balances for the treasurer, ensuring the amounts in any financial accounts stay consistent. They are responsible for sending out their meeting minutes after the officer meetings and general member meetings in a timely manner. Other duties include making/organizing a Google Slide Presentation with

officer slides for each general member meeting and ensuring executive members have completed their slides by the Sunday before the general meeting. The secretary also oversees and adds necessary dates to a Google Calendar of monthly events. After general member meetings, the Secretary is responsible for sending out the PowerPoint presentation with these officer slides to the rest of the members via email, as well as a Google Calendar for upcoming events. The Secretary is also responsible for sending out job and other opportunities to club members.

D. The Treasurer is responsible for collecting money for dues, t-shirts, etc., while keeping detailed records. The Treasurer will write all checks for club expenses, handle all bank and Venmo transactions, and balance the club's checking account. The Treasurer will virtually keep record of all receipts, deposit slips, and any other records of financial transactions for the club. These transactions must be kept in the treasurer Google Drive folder. The Treasurer will also inform the executive committee of the financial status of the club and update members at meetings of money flow happenings monthly. The Treasurer will file Form 990-PF annually before April 15th. The Treasurer will keep a copy of the filed tax form in the binder and any other IRS-related communications. The Treasurer may utilize PVA finances at the discretion of fellow officers to consult a CPA in order for taxes to be completed correctly and prevent any fines from IRS and/or lose 501(C)(3) status. The club mailbox key will be in possession of the Treasurer and they are expected to check the mailbox at least once per week, and more often in the months leading up to Canine Campus Crawl.

E. The Social Chairs are responsible for organizing veterinary and non-veterinary related activities for club members. The goal with this position is to create a more family-orientated atmosphere/environment

with several socials a year. The Social Chairs are also responsible for creating and matching “Bigs and Littles” each year, to provide students with another resource to ask questions. The Social Chairs should aim for planning and organizing at least one social per month.

F. The CALS Student Association Representative will attend all CALS student association meetings and report back to the club with pertinent information from the association and the college. They are expected to advertise to other clubs for PVA events and vice versa. The CALS Student Association Representative will also head the organization of the club’s participation in the annual CALS Week and any CALSSA-sponsored outreach events or meetings. The CALS Student Association Representative must re-register with the Center of Leadership and Involvement and schedule a mandatory group workshop meeting with the executive board. This person must apply to the Open Fund Grant and other miscellaneous funding opportunities every year including the WALSSA student impact grant.

G. The fundraising chairs will aim to plan one fundraising activity per month, with a minimum of three fundraising activities per year for the club or chosen non-profit recipients, such as a restaurant fundraiser or on-campus bake sale. In addition, the Fundraising Chairs are responsible for organizing Canine Campus Crawl, an annual fundraising event for a 501(c)(3) animal-related non-profit. Other duties include obtaining necessary permits and permission to hold fundraising events in UW buildings/on campus and asking businesses to be sponsors for Canine Campus Crawl. When organizing a fundraiser, the fundraiser should have a specified purpose for how the profit will be utilized, in accordance with the 501(c)(3) status.

H. The Public Relations Chairs are responsible for advertising for the annual Canine Campus Crawl, including designing and distributing flyers and contacting media outlets to cover the event. The Public Relations chairs are also responsible for designing and ordering the club apparel (t-shirts, sweatshirts, water bottles, and any other items) at the beginning of each fall semester, along with shirts for Canine Campus Crawl (in coordination with the Fundraising Chairs) and creating and ordering pins on a yearly basis if needed. The Public Relations chairs are also responsible for keeping the club poster up to date and bringing it to necessary events.

I. The Volunteer Chairs are responsible for organizing several volunteer-related events for the club members. Volunteer Chairs should make these volunteer events as accessible as possible for the members by organizing and providing transportation whenever possible. Volunteer Chairs should aim for planning and organizing at least one volunteer event per month. Volunteer Chairs are responsible for holding at least one donation drive per year. Volunteer Chairs are also expected to advertise additional veterinary/animal-related volunteer opportunities for members to participate in independently.

J. The Webmaster is responsible for maintaining the club's website, Facebook page, and Instagram with regular updates on club activities and events. In addition, Webmaster is responsible for pinning important documents such as the Good Dog List and Google Calendar to the executive board Facebook page. The Webmaster must also be an admin of the executive board Facebook page and create a monthly event for general meetings. Other responsibilities include creating yearly group chat with executive board members, meeting archives after each monthly meeting on the club website, encouraging members to send

pictures from events, annual senior shout-out, announcing monthly Good Dog and annual Best in Show on the club Facebook page after general meetings, as well as organizing an end-of-the-year collage for new executive board members including position, name, grade, major and interests of winners of election and taking a picture of the executive board at the September meeting, advertising the annual Canine Campus Crawl on all of our social media and organizing a Pet of the Week post from our members.

Section 3 Any willing member in good standing of the Pre-Veterinary Association may run for the above positions, with the exception of President and Vice President. Anybody running for either of these two positions must have held an officer position for at least one year, have fulfilled membership requirements, and be nominated by at least one member of the current executive board, unless all previous officers are uninterested in running or all graduate. Upon this occurrence, the executive board must vote on an alternative member to fill either of these positions. Nominations should occur in the executive group chat or at an executive meeting with everyone present and aware of nominations. In order for current Executive Board Members to run for a position for the coming year, they must be in good standing.

Section 4 The President, with the permission of the executive committee, may create or dissolve additional chair positions as he/she sees fit. The purpose of these additional chairs will reflect the demands and activities of the current school year. These positions may be elected at the beginning of the next regular club meeting. The executive board may appoint special committees at its discretion. These committees will be responsible for assigned tasks and presenting needed information at general meetings.

Section 5 Should an officer not be fulfilling their duties; they may be asked to step down by the President. If this happens, Section 4 of Article III: Election

protocol should be followed. Section 6 The Pre-Veterinary Association shall have at least one advisor that is the member of the School of Veterinary Medicine faculty or staff. Advisors shall serve for an unlimited term.

Article VI: Finances

Section 1: No part of the net earnings of the Pre-Veterinary Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Pre-Veterinary Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). The organization shall be authorized to pay reimbursements for expenses rendered after being provided with a receipt of the transaction.

Section 2: The executive committee has the authority to spend up to \$100.00, as long as the club has the financial stability to do so and the executive board votes on and approves the spending, for special club activities and events, or for any other purpose that will further the interests of the club and its members.

Section 3: Scholarships may be awarded annually, with the qualifications for applicants, number of scholarships, and monetary amount to be determined by the executive committee. Executive committee members are not eligible to receive a club scholarship.

Section 4: In the event of a dissolution, any remaining club assets shall be distributed to Dane County Humane Society for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, required that they are exempt under section 501(c)(3) at the time the dissolution takes place or assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any

future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article VII: Meetings

Section 1: General meetings of the Pre-Veterinary Association shall be held on the first Wednesday of every month throughout the academic year, unless otherwise specified by the executive committee. Executive meetings shall be held on the last Wednesday of every month throughout the academic year, unless specified by the president. During these officer meetings, officers are expected to have plans for events that month that they can then run by their peers for approval.

Section 2: Officers' attendance at executive board and general member meetings is mandatory. Executive board meetings will be held on the last Wednesday of every month. If an officer is unable to attend a meeting for whatever reason, they must give the President at least 24 hours' notice and are responsible for catching up on meeting notes when they are sent out by the Secretary. Because of the mandatory nature of these meetings, if an officer misses two or more without properly notifying the President, they are required to meet with the President to work out a solution.

Article VIII: Constitution Amendments

A proposed amendment shall be presented and voted on at the regular club meetings of the Pre-Veterinary Association. The changes/additions will be proposed to the general membership, where members are allowed to ask any questions regarding the changes. Then in the same meeting, the members will participate in a vote. If two thirds of the club members attending the meeting vote in favor of the proposal, the proposed amendment shall become a part of the Constitution.