BYLAWS OF
MSU PVMA

Article I: Name and Purpose

Section 1. The name of this organization shall be: Michigan State University Pre-Veterinary Medical Association (MSU PVMA).

Section 2. The purpose of this organization shall be to:
   A. Provide information about opportunities available to current students of Michigan State University.
   B. Provide information about special topics and new information in the veterinary medical field.
   C. Provide information about the selection process for the professional curriculum.
   D. Provide social activities, community service activities, support for members, and opportunities to meet other people with similar interests.
   E. Provide opportunities to develop leadership and communication skills.

Article II: Membership

Section 1. General Membership
   A. Any current MSU student may be a member. This organization shall not discriminate on the basis of race, creed, ethnic origin, sex, political persuasion, sexual preference, disability, age, or marital status.
   B. A person may become a member by paying the yearly dues.

Section 2. Active Membership
   A. The purpose of the point system is to encourage participation in the PVMA and activities in accordance with the purpose of the PVMA.
   B. To become an active member, a member must accumulate 40 points by the end of each school year they are enrolled in this pre-professional program in addition to paying their yearly dues.
   C. A member may receive a maximum of 20 points that are completed "on your own". This pertains to events such as donating blood, volunteering at shelters, or food banks where you are going by yourself and not with the club.
   D. Executive board members must document all point submissions.
   E. The president and/or PVMA executive board may require documentation of participation in certain activities.
   F. The PVMA executive board reserves the right to refuse any point submissions not made in writing or not in accordance with the purpose of our club.
   G. A scholarship will be awarded to the member with the highest total number of points at the end of the school year.
H. Point Values
   A. President
      i. Attend general membership meetings: 1 point
      ii. APVMA Symposium: 6 points
   B. Vice President
      i. Participate in education committee for the year: 15 points
      ii. Participate in education committee for one semester: 8 points
      iii. Help at an educational event (wet labs, booths, etc): 5 points
      iv. Participate in a wet lab: 3 points
   C. Fundraising
      i. Dog wash for 2 hours: 4 Points
      ii. Poster Making Committee: 1 Point
          1. Additional 1 Point to hang posters up
      iii. Restaurant Fundraiser: 2 Points
          1. For every 2 additional receipts, 1 Point will be awarded
      iv. Pet Portraits: 4 Points
   D. Social
      i. IM-Sports: 1 Point
      ii. On Campus Events: 2 Points
      iii. Off-Campus Events: 3 Points
          1. Additional 1 Point for drivers
   E. Community Service
      i. Blood Drives: 1 Point
      ii. Food Fundraisers for groups other than PVMA: 1 Point
      iii. CAHS (2 hour shift): 4 Points
      iv. MMCR: 4 Points
      v. Additional 1 point for drivers
   F. CANR
      i. Little I: 5 points
      ii. Ag Olympics: 4 points
      iii. Small Animals Day: 4 points
   G. Historian
      i. Scrapbooking Committee: 2 Points
      ii. Turn in 30 pictures from a PVMA event: 1 Point
          1. Limit to once per semester
   H. Veterinary Teaching Hospital
      i. Celebration of Life (3 hour shift): 4 Points
      ii. Vet-A-Visit: 4 points
   I. To receive points for an activity not listed above, members must petition the appropriate executive board member in writing. The PVMA executive board will decide whether to approve or refuse point requests.
J. In the event that a shift is not filled for a PVMA sponsored activity, a member is able to work a second shift and receive double the amount of points. A member may work more than two shifts but the maximum amount of points they may receive is double points.

K. The PVMA executive board may assign point values to new events as they arise. The above list is to serve as a guide for annual events that the club partakes in.

Section 3. Events/Activity Attendance

A. Members who have signed up to attend a PVMA club activity and are unable to do so are required to give no less than 2 days (48 hrs) notice to the appropriate officer.
   
   a. If adequate notice is not given, the member will lose 5 points for each event they do not show up for.
      
      i. Only under extreme circumstances may general members submit a formal explanation in writing to the executive board for review.

Section 4. Amendments

A. These requirements can only be altered with an amendment by a 2/3 executive board vote and then by a majority vote of the general assembly.

Article III: Officers

Section 1. President

• The duties of the president shall be to register the club, form committees as necessary, and convene and oversee all events, activities, and meetings.

Section 2. Vice President

• The duties of the vice president shall be to schedule speakers, oversee the education committee, assist the president in his/her duties, and substitute for the president in case of absence.
• Wet labs: Hands-on learning opportunity for club members

Section 3. Secretary

• The duties of the secretary shall be to take minutes at meetings, write a newsletter, and handle nametags for veterinary school rounds. He/She will also be responsible for picking up club mail from F-101 VMC.

Section 4. Treasurer

• The duties of the treasurer shall be to maintain the club’s financial accounts and records (dating back three years), to be in charge of all monetary transactions, to maintain the PVMA merchandise (t-shirts, etc.), and to present financial reports to officers and members at every meeting.

Section 5. Historian

• The duties of the historian shall be to maintain a functional camera, maintain records of active membership, including but not limited to taking pictures of club activities, archiving photographs, and making them
available to the public. The possession of the camera shall be changed after successful officer elections.

Section 6. Student Senate Representative

- This position does not have to be filled each term if the PVMA chooses not to have a representative.
- The duties of the student senate representative shall be attend Student Senate meetings (either for the College of Agriculture and Natural Resources, or the College of Natural Science, depending on which best serves the needs of the club), report all relevant information to the executive board and the general assembly, and coordinate activities.

Section 7. Community Service Chair(s)

- There may be up to two (2) simultaneous community service chairs per year.
- The duties of the chair(s) shall be to encourage philanthropic activity, which may include, but is not limited to, volunteering at animal shelters, donating blood, and participating in other charitable events.

Section 8. Fundraising Chair(s)

- There may be up to two (2) simultaneous fundraising chairs per year.
- The duties of the chair(s) shall be to raise money for the club by arranging and advertising fundraising events. Fundraisers may include but are not limited to dog washes, holiday pet portraits, and can crawls.

Section 9. Social Chair(s)

- There may be up to two (2) simultaneous social chairs per year.
- The duties of the chair(s) shall be to encourage club unity and camaraderie by arranging group outings and events, which may include but are not limited to campus and non-campus activities such as veterinary related field trips and intramural sports.

Section 10. Webmaster

- The duties of the webmaster shall be to maintain and frequently update the PVMA website, oversee the PVMA e-mail account, and maintain the MSU PVMA ANGEL account.

Section 11. Veterinary School Liaison(s)

- There may be up to two (2) simultaneous liaisons per year, a first and second year vet student.
- The duties of the vet school liaison(s) shall be to facilitate communication between the College of Veterinary Medicine and the PVMA, attend a minimum of one executive board and one general meeting per semester during the school year unless requested by the executive board. The liaison will also assist with the mentor/mentee program if desired by the eboard.
- The liaison(s) are preferably a first or second year vet student that was a previous active PVMA member nominated by current liaison, executive board member or advisor.
• The option to return for a second year shall be possible if the student(s) will be in their second year of veterinary school.
• A vote by the executive board will be the final decision for the person(s) approved for the position(s).
• This position does not have to be filled each term if the PVMA chooses not to have a liaison.

Section 12. Officer Positions
• Changes may be made to any listed position, as needed with an amendment.
• The duties of each position may supersede what is expressed in this Constitution.
• All officers must attend meetings and are expected to attend as many club activities as possible.
• Annual dues are waived exempt.

Article IV: Advisors

Section 1. There shall be a minimum of two advisors to the Michigan State University Pre-Veterinary Medical Association.

Section 2. At least one advisor shall be a licensed veterinarian or veterinary technician in the College of Veterinary Medicine. In addition, all advisors must be engaged in the profession of veterinary medicine.

Section 3. It is the duty of the advisors to assist the PVMA and its officers in promoting an understanding of the veterinary medical profession and its relationship to the general public; to assist the club in its deliberations; and to provide assistance in club programs and events.

Section 4. At least one advisor shall be present at all meetings of the executive board and general assembly.

Section 5. Advisors shall be selected by the executive board for a two-year tenure with renewal at the time of the spring election. The student chapters shall provide for continuity by electing one advisor every year.

Section 6. Advisors may be reelected for any number of successive terms, or may be replaced before completion of their terms by a two-thirds majority vote of the executive board. When a faculty advisor resigns, becomes unable to serve, or otherwise leaves office, the executive board shall elect a new advisor to serve the remainder of the unexpired term.

Section 7. The advisors shall review the financial records of the student chapter with the president and treasurer, a minimum of once each semester.

Article V: Elections

Section 1. All officers serve for the entire academic year for which they are elected, beginning with the last PVMA meeting of the spring term.
   A. If an officer cannot fulfill his/her duties, another election may be held within two general meetings to replace the officer.
Section 2. Only good standing members shall nominate, be nominated, or vote.
   A. A good standing member shall be defined as a due paying member with no outstanding demerits.

Section 3. The officer election date shall be conducted at the second to last general meeting of the spring semester.

Section 4. Removals from Office
   A. Prior to any vote for revocation of office, the officer in question is required to meet with the executive board and advisor(s) to discuss the problem.
   B. If the problem continues, the officer may be removed from office. An officer can be removed from office at any meeting, as a result of failure to perform his/her duties or for failing to maintain membership, by a 2/3 vote of the executive board with approval of the advisor.

Article VI: Operation Procedures

Section 1. General Assembly Meetings
   A. General meetings shall be held every other Monday, or as the university schedule permits during the academic year. The executive board shall determine the time and place.
   B. Twenty members constitute a quorum.

Section 2. Executive Board Meetings
   A. The officers of the PVMA shall compose the executive board and will meet on the opposite Mondays of general meetings as necessary.
   B. It will be the responsibility of the executive board to establish the agenda for the general meetings.
   C. The executive board will have the authority to act upon matters demanding immediate attention, on behalf of the PVMA subject to review by the PVMA.

Section 3. Committees
   A. Committees will be formed at general meetings and comprised of members and a chairperson, who must be a due paying member.

Article VII: Zero Tolerance Alcohol Policy

Section 1. Students under the age of 21
   A. If a student shows up under the influence of alcohol or possesses alcohol at a PVMA sponsored event, the student will be removed from the club for the rest of their university career.

Section 2. Students 21 and older
   A. If a student shows up under the influence of alcohol or possesses alcohol at a PVMA sponsored event, the student will be removed from the club for the rest of the school year and will be readmitted the following year based on executive board review.

Section 3. Executive Board Members
A. If an executive board member shows up to a PVMA sponsored event under the influence of alcohol, they will be removed from office and elections will take place to fill their spot. They will no longer be eligible for office for the rest of their university career. If under 21, they will be removed from the club for the rest of their university career. If 21 and older, they will be readmitted the following school year based on executive board review.

Section 4. Alcohol Awareness
   A. General Members
      a. Recognition of general members under the influence of alcohol at an event must be witnessed by at least two executive board members who are in agreement.
   B. Executive Board Members
      a. Recognition of executive board members under the influence of alcohol must be witnessed by the PVMA President or Vice President, another executive board member, and/or the PVMA advisor.

Article VIII: Amendments

Section 1. Any member may propose an amendment (an amendment is a change to the bylaws as stated).

Section 2. The person proposing the amendment shall submit it in writing to the executive board for presentation prior to the next general meeting.

Section 3. The amendments shall be approved by a simple majority of members’ present and final approval by the advisor(s).

Certification:

These bylaws were approved during a general meeting by majority vote on **February 14, 2011**.