

Constitution of The Pre-Veterinary Society

Article I: Organization Name

The name of this organization shall be the Pre-Veterinary Society. The organization may also refer to itself as the Pre-Veterinary Society, UCF Chapter of the American Pre-Veterinary Medical Association.

Article II: Mission and Goals

Section 1: Mission

The mission of the Pre-Veterinary Society (PVS) is to provide fellowship and exchange among students interested in veterinary medicine.

Section 2: Goals

To provide information regarding veterinary medicine, and engage members in civic services that pertain to the animal sciences.

Section 3: Governing Authority

All activities and functions of the Pre-Veterinary Society must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

Article III: Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service fees and is currently and/or continuously enrolled at the University of Central Florida. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

Members must pay dues as per Article IX; Members must attend 50% of membership meetings within the current semester and participate in at least 50% of scheduled events per semester. Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

Distinguished Member: The Pre-Veterinary Society will operate on a points system. Eligibility for a distinguished member will apply after said member has incurred 75% of the total possible

points and must attend at least 75% of all meetings held. The following benefits are associated with this distinction:

- First access to size restricted tours/events.
- The benefit of showing more involvement for Veterinary School Applications.

Points may be accumulated through the following means:

- Attendance of meetings (one point)
- Attendance of events sanctioned by the Pre-Veterinary Society, including those held by sister clubs (i.e. AMSA, PPMS) with permission (one point per four hours)
- Volunteer work done on one's own time with a local non-profit, animal-oriented organization (one point per four hours). Must be turned in via the Volunteer Log

Hours are subject to validation by the executive board. The volunteer hours form must be printed from the link on the organization's social networking page/webpage and filled out appropriately for point allotment.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the pre-veterinary society in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the president. At the next membership meeting, the pre-veterinary society must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

Article IV: Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the Pre-Veterinary Society shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Additional Eligibility Criteria

For those wishing to be eligible for an officer position, two semesters of active membership will be required. The President and Vice President must be previous officers. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

The webmaster (only) may be elected from another club's membership (PPMS, etc.) if no Pre-Veterinary Society member has Dreamweaver skills or website design skills.

Section 3: Officer Requirements

Officers in the club need to be active in all of club activities. Officers are allowed one absence per semester from membership meetings (excluding absences for scheduled exams). The president must be notified for any other subsequent absences. Officer meetings are mandatory for all officers. Officers should assume no other responsibilities than those designated by the constitution or the President.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, Secretary, Event Coordinator, Public Relations Coordinator, Historian and Webmaster. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order and to arrange meeting locations and time prior to each semester.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Obtain club sponsorships, with help from the Vice-President, in order to ensure that dues remain as outlined in Article IX per member per university calendar year.
- Schedule speakers for meetings with recommendations from the Officers. The speaker should be scheduled at least two weeks in advance.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.

- Assume the President's responsibilities in his/her absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Monitor and plan club activities and communicate club plans to members.
- Handle official communications with the external affiliations.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Must organize at least one fundraiser per semester, in conjunction with the Public Relations Coordinator.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President

The Secretary shall:

- Notify members of meetings via e-mail, social networking page, website and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Update and distribute semester newsletters
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

The Event coordinator shall:

- Plan a Fall and Spring Banquet at the end of each semester and will contact the Treasurer for a budget for the banquets.
- Be responsible for holding a vote at the second to last meeting of the semester to ascertain the dietary preferences of the club members and determine a menu for the upcoming university calendar year accordingly.
- Provide snacks, drinks and paper supplies for membership meetings and banquets
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Event coordinator.
- Assist in special projects as assigned by the President

The Public Relations Coordinator shall:

- Ensure that flyers will be made available for distribution one week prior to membership meetings and banquets.
- Keep the Officers up to date and make sure flyers are posted around campus.
- Ensure proper advertisement of club activities and fundraisers (i.e. tabling, newspapers, flyers, banners, social network postings, etc.).
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Public Relations Coordinator.
- Assist in special projects as assigned by the President

The Historian shall

- Take pictures at each club event and keep an updated chronological photo album of these events (on social networking site, webpage, etc.).
- Maintain the club's display backboard and keep it (if available), as well as organize a slide show for the Spring Banquet.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Historian.
- Assist in special projects as assigned by the President

The Webmaster shall:

- Maintain an up-to-date web page highlighting club activities and meeting information.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Webmaster.
- Assist in special projects as assigned by the President

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

Article V: Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. S/he shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held on the third to last meeting of the Spring semester. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process

Section 3: Election Process

The election of officers shall occur at the second to last membership meeting of the Spring semester. The order of elections shall be: President, Vice President, Treasurer, and Secretary, Event Coordinator, Public Relations Coordinator, Historian, and Webmaster. The Pre-Veterinary Society may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the Pre-Veterinary Society to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the Pre-Veterinary Society in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator (in conjunction with the faculty advisor, if available) will tabulate all votes immediately, in the presence of the Pre-Veterinary Society. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count at the second to last membership meeting of the Spring semester. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator (in conjunction with the faculty advisor, if available) will immediately recount all votes in the presence of the

selected representatives. Once an officer is confirmed, the Pre-Veterinary Society will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the last membership meeting of the Spring Semester and their term will end immediately following the last membership meeting of the next year's Spring Semester. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI: Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the Pre-Veterinary Society in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the Pre-Veterinary Society and brief his/her replacement of current projects in his/her care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the Pre-Veterinary Society and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at last membership meeting of the Spring Semester. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

Article VII: Meetings

Section 1: Membership Meetings

Membership meetings will be held bi-weekly during the Fall and Spring semesters, unless there is the extenuating circumstance that a speaker cannot attend at that time. The Spring banquet shall be considered the last membership meeting of the spring semester. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and Pre-Veterinary Society's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail, social networking site, website and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. Day and time of the meetings shall be determined by the majority of the club at the Spring Banquet or if need be, by the executive board. Location, time and dates of the meetings will be designated by the President and will be advertised at least three days before the meeting is to be held. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII: Advisor

Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the Pre-Veterinary Society, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the Pre-Veterinary Society. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the Pre-Veterinary Society.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted UCF employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the Pre-Veterinary Society in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

Article IX: Finance

Section 1: Membership Dues

Membership dues shall be \$30.00 per semester. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. No refunds shall be given. These dues are subject to change, but will require a majority approval of active student members to increase.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$100, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the Pre-Veterinary Society and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Vice President, Treasurer and Advisor can be signers with the Pre-Veterinary Society's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the Pre-Veterinary Society's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the Pre-Veterinary Society ceases to exist, any funds remaining in the organization's account shall be donated to: Orange County Humane Society/SPCA, 2727 Conroy Road, Orlando, Florida, 32839. (407) 351-7722.

Article X: External Affiliations

The Pre-Veterinarian Society will be affiliated with The American Pre-Veterinary Medical Association. The Pre-Veterinary Society shall pay an annual membership fee of \$1.00 per individual official member, with a \$20.00 minimum if the Pre-Veterinary Society should have 20 or less official members. The Annual dues will be paid to the APVMA and sent with all the necessary paperwork to the APVMA Treasurer's address by December 1 of every year.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

Article XI: Committees

Section 1: Ad Hoc

Ad Hoc Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a majority vote of officers or active student members.

Section 2: Constitution Committee

A Constitution Committee exists to enforce the guidelines of the document and update the constitution with the necessary addenda, under the guidance of Article XIV. The Constitution Committee shall be made up of no more than 10 voluntary distinguished members who are not officers. A Constitution Committee member may run for office, but must relinquish their role in the committee if elected.

Article XII: Publications and Advertising

Section 1: Compliance

All graphics and publicity of the Pre-Veterinary Society must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The officers must approve by majority all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article XIII: Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student members of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

Article XIV: Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the Pre-Veterinary Society during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

History of Constitution
Created: 21 October 2004

Revised: 1 February 2011 - Constitution Committee: Demitria Vasilatis, Charlene Woodward, Amy Makler, Jenn Walls, Jessika Serrano, Daniela Monje, Kelly Breslin

