

Pre-Veterinary Club at UNC Charlotte

Constitution and By-Laws

Article I: Organization Name

This constitution establishes the Pre-Veterinary Club (PVC at UNCC) at the University of North Carolina at Charlotte. This will be the official name and acronym used to refer to our group on and off campus among ourselves and other organizations.

Article II: Purpose

Section I: The purpose of the PVC is to provide an environment where UNC Charlotte students can expand their interests in veterinary medicine and/or related fields. It will also provide the pre-veterinary student with an opportunity for interaction with students of similar aspirations, gain the necessary experience needed before applying to Veterinary school and provide service to the University and surrounding community.

Section II: PVC is willing to abide by all UNC Charlotte policies and guidelines relating to on or off campus activities, which our club may sponsor or in which we may participate.

Article III: Membership

Section I: Any student in good standing with UNC Charlotte can become a member of the PVC. There are no restrictions to being a member of PVC. A person can become a member by showing up at a meeting and expressing an interest in the group. If the person is still interested after attending a meeting, that person must pay any dues that have been determined for membership for that term. Failure to pay dues will result in a person no longer being considered a member of PVC.

Section II: General membership will be given to those students who pay timely dues of \$10 per semester/year.

Section III: Any member of PVC can, at any time, voluntarily withdraw his/her membership from the organization.

Section IV: The status of active membership in the PVC shall be awarded given that the following criteria are satisfied each and every semester: first, attendance at a minimum of 2 meetings per semester; second, participation in at least 3 service or fundraising shifts, including 1 fundraising and 1 service shift, per semester; third, timely payment of dues per semester/year.

Section V: In keeping with UNC Charlotte's policy of non-discrimination, PVC does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

Article IV: Officers

Section I: PVC shall be governed by four officers, although the organization reserves the right to create other positions upon demand (ad-hoc). Officially, these four officers will be called the President, Vice-President, Secretary, and Treasurer. These officers, the faculty/staff advisor, and any ad-hoc positions created by PVC will comprise the executive committee of PVC. Any other committees will be created based on recommendations made to the executive committee by the membership of PVC.

Section II: The President shall:

- supervise the activities of the organization
- take ultimate responsibility for the maintenance and well-being of the organization
- serve as the main contact for the organization
- serve as the liaison between APVMA Executive Board (as well as the APVMA Symposium host Pre-Veterinary Executive board) and this Pre-Veterinary Club. Organizes the APVMA symposium trip.
- oversee the financial transition process between current and future treasurer.
- oversee the Executive Board's decisions on meetings, dates, topics and activities
- oversee the committees, appointing any representatives as deemed necessary
- ensure all officers are performing their duties as defined in this Constitution
- delegate duties and projects to officers as s/he sees fit

Section III: The Vice President shall:

- assist the President in his/her duties
- assume the Presidents responsibilities in his/her absence
- be responsible for the calendar of events and serve as liaison between committees
- keep accurate records of all meetings in the Secretary's absence
- assist in projects as assigned by the President (T-shirts: ordering, sign-ups and distribution)
- shall be responsible for taking over the position of any officer who is ejected from or leaves the Executive Board until the position is filled. (The empty position shall be filled as soon as possible).

Section IV: The Treasurer shall:

- Handle all financial aspects of the club
- Keep an accurate account of all funds received and expended.
- Be one of the three signers on financial documents
- Be responsible for collecting dues and notifying members who are delinquent in their payments
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or UNCC faculty/staff advisor.
- Provide financial records sufficient to allow the President to perform audit

Section V: The Secretary shall:

- Keep roll at all general meetings as well as any other club events and officer meetings
- Assist with club correspondence
- keep accurate records of all meetings
- send an electronic copy of notes from each meeting to the President for his/her approval
- maintain an accurate list of members and their contact information
- prepare handouts/sign-up sheets for upcoming events or activities to be passed out at meetings.
- prepare ballots for elections
- keep copy of constitution and have available for members
- assist in projects as assigned by the President

Article V: Function/Operation

Section I: Member Eligibility to Hold Office – Any member who has achieved active member status for two consecutive semesters is eligible to run for and hold an office within the organization. Members must be enrolled as a student at UNC Charlotte. The Secretary must determine eligibility and distribute a list of eligible members at least one meeting prior to nominations. No previously removed officer is eligible to hold office after removal.

Any current member of the organization is eligible to be an officer of the organization.

New officers shall be elected at the last meeting of March each school year to allow for a month of shadowing of the current officer, and they shall take office at the last meeting of the school year at which time they should be competently trained for that position. After new board members are elected, existing board members are required to hand down the updated notebook for his/her position to the newly elected board member(s) who will be taking their place.

Section II: Nominations will be taken from the floor at the meeting prior to the election meeting and also the night of elections. Individuals may decline the nomination. All nominations must be seconded by another member. Any current member of the organization is eligible to make nominations.

Speeches – Speeches shall be presented prior to voting. Nominated individuals will talk about their qualifications for the desired office.

Section III: Election voting shall be conducted by secret ballot. A member of the executive committee not running for office shall be responsible for tallying the votes and announcing the decisions. Elections shall be by majority vote, eliminating the candidates with the fewest votes, leaving the one with the majority vote being the elected official.

Section IV: The term of office shall be for two semesters, Fall and Spring. Elections will be held at the second to last general business meeting of the Spring semester.

Section V: More than one inexcusable absence from any meeting or function of the club (as determined by the president) will require an officer to relinquish his/her position. More than three excused absences (with the exception of academic reasons) denotes probationary status, and the officer will have no authority for one semester, but must still meet the other requirements to maintain his/her office. A fifth excused absence requires an officer to relinquish his/her position.

Impeachment of an officer requires a $\frac{3}{4}$ vote of a working quorum of the Executive Board. Grounds of impeachment of officers are as follows:

- a. Not fulfilling said duties as listed
- b. Having absences as previously determined

Section VI: The Faculty/Staff Advisor must be selected from full-time faculty or administrative staff members at the University. The Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all PVC meetings and activities.

Section VII: Filling Vacancies – Any vacancy occurring in an elective office due to resignation, removal or any other cause shall be filled by election for the remainder of the term. In the case of removal or resignation of the president, the vice-president will assume the office of the president and an election shall be held to replace the vice-president.

Article VI: Finances

Section I: PVC plans to finance its activities through fundraising activities, donations, and membership dues. Application of funds from the UNC Charlotte Senate Finance Committee may also be utilized per Finance committee rules. For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, Vice President and UNCC Faculty/Staff Advisor can be signers on the organization's account.

Returned Checks:

1. When a Club member pays a bill with a check and the check is returned, that Club member must pay all other bills in cash for the remainder of the year.
2. The Club members must pay the club any fees from the bank due to the returned check.

Article VII: Constitutional Amendments

Any member in good standing has the right to propose an amendment. Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment.

The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization

Article VIII: Ratification

This document must be submitted to the organization at the meeting previous to ratification.

A $\frac{3}{4}$ vote majority is necessary to adopt this constitution.

This constitution, once adopted, shall be the ruling guide the Pre-Veterinary Club of UNC Charlotte and may be amended as necessary.

Article IX: Meetings

Club meetings will be held on the first Wednesday of each month, unless otherwise specified or in case of a major conflict. Monthly meetings for general membership will be held during the months of September, October, November, December, February, March, and April. Executive Council meetings will be held one week prior to each of these regular meetings and as needed.

Members will be notified of full year's meeting schedule during the first meeting of the year. Subsequent meetings will be announced via flyers, Listserv notifications, and Facebook events.

Article X: Dissolution of the Club

Should the pre-veterinary club be dissolved, all remaining funds, not distributed by incidental fees or state dollars, are to be donated to a charity which benefits animal welfare.