

**Francis Marion University's Pre-Veterinary (Pre-Vet) Club's Constitution
Fall, 2014**

Preamble

We the members of the Francis Marion University's Pre-Vet Club, and subscribing to the regulations and policies of Francis Marion University, establishes this Constitution to govern the matters within our organization.

Article I – Name

Section 1 **The name of this organization shall be** Francis Marion University's Pre-Veterinary Club (FMU Pre-Vet Club).

Section 2 **This organization is not affiliated** with national, regional, or local groups.

Article II – Purpose

Section 1 **The purpose of this organization is to** provide a venue for students interested in veterinary medicine to become better acquainted with various aspects of the veterinary medical profession, and to provide intellectual stimulation that occurs with collegial rapport among like-minded students, and to instill a sense of pride and a pro-active approach towards improving education about various aspects of the veterinary medical profession.

Article III – Membership

Section 1 **The membership of this organization shall be limited to** students who are enrolled for at least one (1) semester hour of University credit at FMU, who abide by the FMU's Honor Code and rules of Student Conduct (as outlined by FMU Student Handbook), and who are enrolled in a program of study aimed towards pursuit of a career in veterinary medicine, and those who have paid yearly local dues. Local dues of \$10 shall be collected annually during the Fall semester of an Academic Year by the Treasurer of the Club.

Article IV – Officers

Section 1 The officers of this organization shall consist of four (4) officers, a President, a Vice-President, a Secretary, and a Treasurer, who shall constitute the Executive Committee.

Duties of the President

The President serves as the Chief Executive Officer, responsible for general supervision and operation of the Club. The President presides at Club meetings and directs the Club in a way that meets the educational growth and leadership needs of members. In cooperation with the Executive Committee, the President establishes long-term and short-term plans for Club growth and activities. The President will schedule and chair monthly meetings and Executive Committee meetings, which may or may not coincide with monthly Club meetings. If the President cannot attend meetings or activities, the President will arrange for a replacement and will be responsible for being informed of Club activities in his or her absence. The President will also prepare a yearly Club summary report of Club meetings and activities, which will be kept on file with the Club's Faculty Advisor.

Duties of the Vice-President

The Vice-President attends Club meetings and Executive Committee meetings and participates in Club activities. The Vice-President will serve in the President's capacity if the President is not

available for meetings or activities. The Vice-President will assist the President as needed and will be involved in the preparation of the yearly Club summary report.

Duties of the Secretary

The Secretary attends Club meetings and Executive Committee meetings and participates in Club activities. The Secretary will maintain an accurate membership roster, email, and phone list. The Secretary will also record, read, and email meeting minutes to Club members, and prepare necessary forms for on-campus Club activities.

Duties of the Treasurer

The Treasurer will collect local dues in the Fall semester of the Academic Year and will assist the Secretary with the membership roster. The Treasurer will notify Club members by email of dues payable. The Treasurer will provide financial reports at the beginning of the Fall semester, end of the Fall semester, and end of the Spring semester. The financial report will include dues collected, expenditures, and profits from fundraising activities of that Academic Year.

- Section 2 All officers must be FMU students in good academic standing (GPA 2.0 or higher and cannot be on Conduct Probation or Deferred Probation). Club officers will attend required FMU Student Organization and Student Government meetings.
- Section 3 The officers shall be elected at the last meeting in April from nominees chosen by nominations from the floor during a Club meeting. In the event that a member cannot attend a meeting during which an election is held an email vote can be sent to the Secretary before the meeting to be included in the vote. Elected students shall take office in August of the following Academic Year and shall hold offices for one (1) year or until their successors are duly elected. In the event that an officer must step down from service during an Academic Year a special election can be held to replace that officer.
- Section 4 Provisions for removal of an officer shall be initiated by the Faculty Advisor. A two-thirds vote of the members will be required for removal from office.

Article V – Elections

- Section 1 Election of officers shall be held at the last meeting in April from nominees chosen by nominations from the floor and by majority vote.
- Section 2 Officer vacancies will be filled at the next regular meeting from nominees chosen by nominations from the floor and majority vote. The person filling the vacant office shall do so until the next regular elections cycle.
- Section 3 The procedures for voting shall be limited to officers and members. Voting shall take place by secret ballot. Typically, majority vote equals 50% of all voting members plus one vote.

Article VI – Meetings

- Section 1 Regular meetings shall be held once a month. Special events may be arranged through the Executive Committee. There shall be at least three (3) meetings per year. The President or Faculty Advisor will notify members of upcoming meetings by email and/or website updates.
- Section 2 A quorum shall consist of seven (7) members present at any meeting. Robert's Rules of Order shall be followed for parliamentary procedures.

Article VII – Advisor(s)

Section 1 There shall be one (1) Faculty Advisor who should be the Pre-Vet Coordinator of the Biology Department, and shall be a member of the Executive Committee.

Section 2 The duties of the Faculty Advisor or faculty member shall be to advise on the functioning of the Club and its activities in coordination with Executive Officers. The Faculty Advisor shall be kept informed of all Club activities and shall advise the Club on any policy matters.

Article VIII – Amendments

Section 1 The constitution may be amended by a vote of two-thirds of the members, provided that the amendments shall have been proposed at least one meeting previous to the time of voting.