



HUMANE SOCIETY
VETERINARY MEDICAL
ASSOCIATION

Draft Bylaws

*[INSERT SCHOOL NAME] Student Chapter of
The Humane Society Veterinary Medical Association*

Article 1. Name

The name of this organization shall be [INSERT SCHOOL NAME] Student Chapter of the Humane Society Veterinary Medical Association (hereinafter referred to as [INSERT SCHOOL NAME] Student Chapter of the HSVMA).

Article 2. Mission

The mission of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA is to advocate for the humane treatment of all animals through educational presentations, community service programs, and other activities.

Article 3. Criteria for Membership

Membership in the [INSERT SCHOOL NAME] Student Chapter of the HSVMA shall be open to all students currently enrolled in the veterinary medicine program at [INSERT SCHOOL NAME], regardless of sex, gender, race, creed, age, color, national origin, physical disability, or sexual orientation, or any other category of individuals protected by law.

Article 4. Officers

- a. **Principal Officers.** The officers of [INSERT SCHOOL NAME] Student Chapter of the HSVMA shall be a president, vice president, and a secretary/treasurer. Any one person may hold more than one office, except that the same person shall not hold the office of president and secretary/treasurer. The secretary/treasurer position may also be held by two people, one serving as secretary and one as treasurer. **Officers are responsible for ensuring that new officers are elected by the chapter before they complete their tenure.**

- b. **Qualifications.** Qualifications for persons who are eligible to serve as officers of [INSERT SCHOOL NAME] Student Chapter of the HSVMA are as follows (1) registration as a veterinary student at [INSERT SCHOOL NAME] and (2) membership in [INSERT SCHOOL NAME] Student Chapter of the HSVMA.



- c. **Election.** Officers shall be elected by the members. Students interested in serving as officers shall inform the [INSERT SCHOOL NAME] Student Chapter of the HSVMA no later than one week prior to the election. In electing officers, each member shall have one vote.
- d. **Tenure.** Each officer shall serve for one year or until his or her successor has been elected by the members. **Successors must be elected for the chapter to continue.** There is no limit to the number of terms an eligible individual may serve as an officer.
- e. **President.** The president shall serve as liaison between [INSERT SCHOOL NAME] Student Chapter of the HSVMA and the Humane Society Veterinary Medical Association (hereinafter "HSVMA") staff and leadership and with the dean and other faculty and administrative staff at [INSERT SCHOOL NAME]. The president shall also be responsible for conducting student chapter meetings and overseeing the activities of the officers and membership at other events. The Chapter must have a president at all times, including during recesses/vacations.
- f. **Vice President.** The vice president shall serve as acting president in the absence of the president or in the event of a vacancy in the role of president. The vice president shall also serve as a liaison with the student body at [INSERT SCHOOL NAME].
- g. **Treasurer.** The treasurer shall have charge and custody of and be responsible for all funds of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA and shall have active control of and shall be responsible for all matters pertaining to the accounts and finances of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA. He or she shall keep full and accurate accounts of the receipts and disbursements of the funds belonging to the [INSERT SCHOOL NAME] Student Chapter of the HSVMA and shall deposit all moneys and other valuable effects in the name and to the credit of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA in such depositories as may be designated by the President and Treasurer. He or she shall disburse the funds of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA as may be ordered by the members, taking proper vouchers for such disbursements, and shall render to the members, to the president, or to HSVMA staff or leadership, an account of all his or her transactions as Treasurer and of the financial condition of [INSERT SCHOOL NAME] Student Chapter of the HSVMA from time to time whenever any of them require it.



All checks drawn on Chapter accounts must be signed by both the President and the Treasurer.

- h. Secretary.** The Secretary shall organize and maintain membership lists and other documents pertaining to [INSERT SCHOOL NAME] Student Chapter of the HSVMA proceedings. The secretary shall give notice of all meetings of the membership, act as secretary of all such meetings, record all votes, and keep minutes of all proceedings taken at such meetings in a book or books kept for that purpose.

Article 5. Meetings of the Members

- a. Regular meetings** of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA shall be held at least once each semester/quarter. The secretary will inform the membership of the meeting date at least one week in advance. Decisions at meetings shall be made by a majority of the members present for the meeting. A necessary quorum for all decisions shall be at least 51% of all current members and must include at least one officer.
- b. Special meetings** of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA may be called by any number of members, who shall inform the secretary at least one week prior to the date of the proposed meeting. A necessary quorum for all decisions shall be at least 51% of all current members and must include at least one officer.

Article 6. Affiliation with the Humane Society Veterinary Medical Association

The [INSERT SCHOOL NAME] Student Chapter of the HSVMA acknowledges that it is a chapter of HSVMA. Activities and public statements of the Chapter shall at all times be consistent with the policies of HSVMA and HSVMA Student Chapter Terms and Conditions, as may be amended from time to time by HSVMA.

Article 7. Adoption and Amendments

Bylaws shall at all times comply with HSVMA Student Chapter Terms and Conditions, as may be amended from time to time by HSVMA. Amendments to the Bylaws may be proposed by any two current members. Proposed amendments shall be communicated to HSVMA and all current officers of the [INSERT SCHOOL NAME] Student Chapter of the HSVMA, who shall schedule a meeting for the purpose of voting on the proposed amendment. If the date of the submission of the proposed amendment is no less than one week prior to the date of an already-scheduled regular or special meeting, then no additional meeting need be scheduled. Amendments may be approved by a two-thirds majority of all current members.