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DATE:

RE: STUDENT CHAPTER TERMS AND CONDITIONS

Dear [Student Chapter President],

This letter authorizes you to form a student chapter of the Humane Society Veterinary Medical Association (HSVMA) at [Insert School Name], provided that your student group is in compliance with the terms and conditions outlined below. Items 2, 3 and 5 must be accomplished within 30 days after the date of this letter or the authority granted in this letter will expire automatically.

1. The Chapter must at all times be recognized as a student organization/club in good standing by its university or veterinary medical school.
2. The Chapter must have at least five members at all times. Membership shall be open only to students currently enrolled in a veterinary medical program.
3. The Chapter must have a president at all times, including during recesses/vacations.
4. The Chapter must provide HSVMA with a list of its Officers within 30 days after any election.
5. The Chapter must adopt sample bylaws provided by HSVMA or a set of bylaws containing the following two provisions:
 - a) The mission of the Chapter will be to advocate for the humane treatment of all animals through educational presentations, community service programs, and other activities.
 - b) 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.
6. Authorized Chapter activities shall include:
 - a) Hosting HSVMA-designated or -approved speakers.
 - b) Community service and events that promote animal welfare.
 - c) Wellness and/or vaccination clinics.
 - i. All direct care activities must be approved by HSVMA in advance and the clinic must adhere to HSVMA guidelines.

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- ii. Fundraising activities intended to support the Chapter's community service programs.
- iii. Animal welfare advocacy, including without limitation internet and social networking activity, print and broadcast communications, letters to the editor, legislative testimony, and other public statements.

N.B.: All of the activities listed in Item 6, above, shall require the prior written authorization of HSVMA's Director of Advocacy or his/her designee.

- 7. The Chapter may advertise its affiliation with HSVMA with the prior written approval of HSVMA's Executive Director, or his/her designee. The Chapter may also use the HSVMA logo with the prior written approval of HSVMA. The Chapter may have access to various fundraising, advocacy, and other resource materials provided by HSVMA.
- 8. The Chapter may apply for grants by application to HSVMA. Funds are to be used exclusively to support Chapter projects such as speakers and events, or as otherwise directed by HSVMA. In the event that HSVMA makes a grant to the Chapter, HSVMA shall have the right to audit or inspect chapter records, including without limitation chapter financial records and minute books.
- 9. All Chapter members will be added to the HSVMA mailing list for electronic newsletters and other announcements. Chapter members may opt out of this list at any time.
- 10. The Chapter must include HSVMA in all chapter mailing, e-mail, and text message lists by copying a designated HSVMA staff member.
- 11. HSVMA shall have the right to revoke chapter status at any time, with or without cause and with or without notice.
- 12. HSVMA, in its discretion, acting through its President or Executive Director, may impose further terms and conditions not inconsistent with the above.

Please submit written verification that Items 2, 3, and 5 have been completed.

ACCEPTED:

 Student Representative
 (printed name)

 HSVMA Representative
 (printed name)

 Date

 Date