

# Constitution of the Wilkes University Pre-Veterinary Club

November 2017

## Article 1

### Title

The official name of this organization will be the Wilkes University Pre-Veterinary Club.

## Article 2

### Membership

Membership is open to all Wilkes University undergraduate students.

## Article 3

### Purpose

The Purpose of this club is to provide students with optimal guidance for vet school, extensive experience in the veterinary field, and pure moral values for animal wellness. We hope to also bring various animal themed community service events to light as an option for Wilkes students to get involved in helping out our community.

## Article 4

Duties of Officers- all officers must perform all duties, unless scholarly obligations interfere. In which it is acceptable for officers to be excused from their duties.

### A. President

- Schedule and preside over all meetings
- Oversee and coordinate all club activities
- Represent the club in school functions
- Delegate responsibility to members
- Set up community service projects

## B. Vice President

- Assist president with club functions
- Aid to represent club in school functions
- Assume president's responsibility in his/her absence

## C. Secretary

- Keep records of all meetings and members
- Keep attendance
- Sending correspondence

## D. Treasurer

- The Treasurer will take complete records of finances. This includes keeping all data, including receipts from any transactions that the club is involved with, including fundraising.
- Providing a complete treasurer report during each meeting.

## Article 5

### Duties of a Member

- Members must attempt to participate in meetings or fundraising activities held by the club
- May be expected to supply materials in volunteering circumstances

## Article 6

### Elections

Officers of this club will be elected in spring semester on a yearly basis. The meeting prior to the election meeting will have a section dedicated to nominations, at which point those nominated will have time to prepare for the election meeting following this meeting. Vacancies that arise during the semester will be filled as quickly as possible.

Nominations will be open to members who:

- Are actively involved in the club
- Meet the attendance criteria- Must attend two club events and be at  $\frac{2}{3}$  of the meetings.

Nominees must be present at the both nomination meeting and election meeting and be ready to address the club at the election meeting regarding their potential leadership of the club prior to voting.

#### Article 7

##### Removal of Officers

Any club member may propose petitions for the removal of club officers at any time the duties of said leader are unfulfilled. These petitions must make specific accusations against the officer.

Removal of an officer requires  $\frac{3}{4}$  vote of the club members.

#### Article 8

##### Amendments

This constitution may be amended at anytime by any member of the club. Passage of an amendment requires  $\frac{3}{4}$  majority of the club membership and is presented to the student government for approval. The amendment will be revised, voted upon, and resubmitted by the club until approval. Then it will be accepted as part of the official constitution of the club.