

PRE-VET CLUB  
UNIVERSITY OF KENTUCKY

CONSTITUTION

**Article I. Name**

Section 1.1 The name of the club shall be “The University of Kentucky Pre-Vet Club.”

**Article II. Purpose**

Section 2.1 Aid in the preparation of students into a veterinary school of their choice.

Section 2.2 Provide social and educational interaction for individuals interested in careers in the field of veterinary medicine.

Section 2.3 Promote leadership activities in order to better develop veterinary leadership, cooperation, citizenship and teamwork.

**Article III. Separation of Powers**

Section 3.1 The club shall consist of the general membership, the Executive Council and all committees and commissions of the club.

**Article IV. Membership**

Section 4.1 Eligibility- The club shall consist of any and all students (full or part time) of the University of Kentucky.

Section 4.2 Voting Rights- Voting shall be open to all members who have met and maintained membership requirements as listed in Paragraph 4.3.

Section 4.3 Active Participation – Members should attempt to actively participate in the club in accordance to their own availability. It is not necessary to participate in activities that interfere with other scholastic and/or professional activities to retain active membership; however, in order for the individual- as well as the club- to benefit from the association, members are encouraged to regularly attend scheduled meetings and participate in extracurricular activities at various times. Members should attend at least two meetings each scholastic semester in order to maintain voting privileges for constitutionally relevant issues (i.e. amendments, officer elections, etc.). Anyone who is unable to attend four meetings in a calendar year (with the exception of interference of scholastic activities during meeting time) under the conditions listed above will not be declared a non-member, but

will forfeit the privilege to serve as an Executive Council Member for the next immediate term.

**Article V. Meetings**

- Section 5.1 Regular meetings shall be held when deemed necessary by the Executive Council and the majority of the membership.
- Section 5.2 Meetings shall be called by the President, Executive Council, or by 50% of the general membership.
- Section 5.3 Meetings must be announced to the general membership at least seven days prior to the meeting date. This can be done by using signs, announcements to the Club website, posting in the display case, or via e-mail to the pre-veterinary listserve.
- Section 5.4 Special meetings shall be held upon 75% majority vote of the total membership or by the majority of the Executive Council.

**Article VI. Executive Council**

- Section 6.1 Membership – The council shall consist of the Club Advisor, President, Vice President, Secretary, Treasurer, Ag Student Council Representative, and Freshman Delegate.
- Section 6.2 Duties and Responsibilities
  - 6.2a Conduct the general management of the affairs and purposes of the club.
  - 6.2b Prepare the agenda for meetings.
  - 6.2c Ensure that the general membership is aware of meetings and club issues prior to the meeting date.
  - 6.2d Initiate and prepare programs for the club throughout the year.
  - 6.2e Discuss and agree upon monetary value of club membership and establish a uniform fee for an individual's enrollment in the University of Kentucky Pre-Vet Club.

**Article VII Officers**

- Section 7.1 The officers of the club shall be elected by a majority of the club membership present at the second to last official meeting of the Spring semester
- Section 7.2 President
  - 7.2a Serves as chief executive officer of the club.
  - 7.2b Is responsible for the proper and efficient management of the club.
  - 7.2c Serves as the official representative of the club.
  - 7.2d Presides at all meetings.
  - 7.2e Appoints all committees and commissions of the club with the advice, consent, and voting approval of the membership.

- 7.2f Retains power to appoint committees without the voting consent of the general membership whenever there is a need for such a committee.
- 7.2g Acts as non-voting, ex-officio member of all committees; however shall be the tie-breaking vote in the event of decision deadlock.
- 7.2h Delegates and recruits people to be responsible for duties of club activities not specified in officer descriptions, or in their absence.
- 7.2i Responsible for selecting, contacting, and arranging speakers for meetings.
- Section 7.3 Vice President
  - 7.3a Performs the duties of the President in his/her absence.
  - 7.3b Works with all committees as an ex-officio member to correlate activities and ensure the dynamic action of all committee functions.
  - 7.3c Ensures that guests and speakers are arranged and that their needs are met.
  - 7.3d Assumes all other duties assigned by the President.
- Section 7.4 Secretary
  - 7.4a Records all minutes of the club meetings.
  - 7.4b Is responsible for correspondence of the club.
  - 7.4c Preserves letters, papers and documents of the club.
  - 7.4d Keeps a copy of the Constitution and Bylaws on file for reference by the general membership.
  - 7.4e Keeps a record of all paid members.
  - 7.4 f Prepares necessary documents to be distributed to the general membership when needed.
  - 7.4g Assumes all other related duties as assigned by the President.
- Section 7.5 Treasurer
  - 7.5a Oversees the receipts and disbursements of the club funds and keeps an accurate and itemized account thereof.
  - 7.5b Prepares the annual budget, along with the rest of the Executive Council over the summer, for the organization and presents it to the general membership at the first scheduled Fall meeting.
  - 7.5c Assumes all other related duties as assigned by the President.
- Section 7.6 Ag Student Council Representative
  - 7.6a Relays information to the Club concerning events occurring within the College of Agriculture discussed in the Ag Student Council meetings.
  - 7.6b Becomes an active member in the Ag Student Council and therefore is responsible for attending the Council's regularly scheduled meetings.
  - 7.6c Assumes all other related duties as assigned by the President

- Section 7.7 Freshman Delegate
- 7.7a Acts as a representative for the freshman class of the Club
  - 7.7b Assumes all other related duties as assigned by the President
- Section 7.8 Term of Office – Officers elected by the membership shall serve for a one-year term beginning the last day of classes in the Spring semester of each year.
- 7.8a If an officer leaves school or resigns from a position, a special election may be held at the next regularly scheduled meeting, with a seven day’s notice of the election to be held. The necessity of the election will depend upon the number of meetings left in the term, and upon the Club Advisor’s advice.
- Section 7.9 Removal From Office
- If an officer is acting irresponsible in his/her duties, a closed meeting of the Executive Council with the Club Advisor shall be held. If an officer is deemed negligent by a majority of the other officers who have reviewed factual information, then the offending officer may be removed from office at the discretion of the Club Advisor. The negligent officer shall be afforded an opportunity to speak with the Club Advisor prior to the Advisor’s final decision, and will be contacted via Certified Mail using the local address listed with the University.
- 7.9a An officer shall be deemed to be negligent if, in the opinion of the other officers, he/she has neglected the duties of the office to the detriment to the Pre-Vet Club. The Club Advisor, in consultation with the College’s Associate Dean of Student Affairs or other administrators, has the express authority to take appropriate unilateral action in the event of conduct that violates an officer’s duty to act in good faith.

**Article VIII. Committees and Commissions**

- Section 8.1 Committees and Commissions – Committees shall be temporary and membership as well as duties and responsibilities shall be determined at the time of formation.

**Article IX. Elections**

- Section 9.1 Eligibility
- 9.1a Any full-time or part-time University of Kentucky student member of the club may run for office. The person must be in good academic standing.
  - 9.1b The person must have paid his/her dues.
  - 9.1c The person must have attended, or have valid excuses for missing, at least four regularly scheduled meetings. The person should have

a good understanding of the club and be willing to maintain or improve the standing of the club and be willing to keep up or improve the standing of the University of Kentucky Pre-Vet Club.

Section 9.2 Nominations

9.2a Nominations shall take place at the election meeting from any person who has maintained membership and voting requirements. A nomination shall not require a second from another member.

9.2b Nominations may be declined by the nominee only. A member shall accept a nomination either in person or via a signed note to the Club Advisor if they cannot be present at the election.

9.2c After all nominations have ceased, each nominee will have the opportunity to address the assembly and/or answer questions pertaining to his/her platform prior to the initiation of the voting procedure.

Section 9.3 Election Meeting – The election meeting will be the second to last meeting of an academic year and will be advertised as such. All members should be aware of the date and will have the opportunity to participate in the election process for the following term.