

CONSTITUTION OF VETERINARY STUDENTS AS ONE IN CULTURE AND ETHNICITY (VOICE)

ARTICLE I

Section 1 - Name

The name of this organization shall be Veterinary Students as One in Culture and Ethnicity (VOICE)

Section 2 - Purpose

The purpose of Veterinary Students as One in Culture and Ethnicity (VOICE) is:

1. To increase awareness and sensitivity to socio-cultural issues in the field of veterinary medicine
2. To celebrate multiculturalism within the profession of veterinary medicine and provide a campus environment that embraces diversity and promotes the success of students, particularly underrepresented students.
3. To promote the importance of cross-cultural awareness in veterinary medicine in order to meet the needs of our diversifying clientele
4. To promote the veterinary profession, provide leadership and mentorship to any youth, particularly underrepresented youth, interested in careers in veterinary medicine.

ARTICLE II

Membership

Section 1

1. Membership in Veterinary Students as **One In Culture and Ethnicity (VOICE)** is open to any student at a United States-accredited veterinary college.
2. VOICE will not discriminate on the basis of age, color, gender &

- gender identification, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.
3. Non- veterinary student or non-faculty membership may be obtained under the title of associate member. These members are held to at least the same standards as Veterinary student membership. These members may participate in VOICE events but do not have the voting rights of veterinary and faculty members of VOICE

Section 2

1. Schools wishing to establish a VOICE chapter must adhere to guidelines on establishing a chapter defined within this constitution or the copy found at www.vetvoice.org and the chapter guide.

2. A chapter in good standing:

- i. Shall be recognized by the national body upon submission of requirements. These requirements include but are not limited to: appointment of chapter officers, selection of a faculty/administrator as advisor for the group, submission of contact information for executive board and advisor to national body, establishment of a chapter financial account, all funding documents, and a tentative list of chapter activities.
 - ii. Must elect or appoint an executive board (As per Article III)
 - iii. Must complete 2 social and 1 service (or outreach) event per academic year. The acceptable proof of event completion is photography. Photos (max. size of 1.5MB) must be submitted for inclusion on the website and for national records.
 - iv. Must send 1 representative to the annual national VOICE meeting.
 - v. Is entitled to chapter start up funding as available.
 - vi. Must follow and obey the rules and mission of the organization set forth by the constitution.
4. A chapter shall become an active member of VOICE after submission

and approval of necessary documents to the National Body and upon establishment and completion of at least 2 social events and 1 service event per year.

5. Membership dues will be at the discretion of each individual chapter but shall not exceed \$10 per semester. Active membership status applies for all members of an active chapter, who have paid dues as set by the individual chapter, are in good standing with the university, or have alumni or associate status.

Funding

Section 1

6. Chapters MUST be in good standing to be eligible for any funding. To obtain funding, chapters in good standing must complete the VOICE budget template in accordance to their chapter needs and submit it to vetvoice@gmail.com by May 1st of the academic year. Failure to do so results in funding ineligibility for one year. Chapters may obtain funding from university or college activity funds or via local small scale fundraising events (i.e. taste fairs, craft sales, etc.). Funds obtained must go directly into the chapter's financial account and must be listed in the budget sent to the National Body. Individual chapters are NOT permitted to solicit ANY corporate entity for funding without prior approval of the National Body.

ARTICLE III

Executive Committee/Officers

Section 1

Each year, officer elections are to take place by April with each newly elected officer serving for one year from May 1- April 30. Outgoing officers are to send in the results of the elections to nationals by May 1st. Members voted into office shall comprise the Executive Committee of that VOICE chapter. The officers shall be: President Secretary Treasurer

Optional officer positions may be established including but not limited to: Vice-President (or Co-president) Social Chair Service Chair

Alumni Chair Public Relations Outreach Coordinator Historian Senior Mentor (must be a past executive board member)

Section 2

- i. Only members in good standing shall nominate, vote upon, or be nominated for membership into the executive committee.
- ii. Elections must be publicized to the chapter or student body.
- iii. Elections may be secret ballot, roll call or voice vote.
- iv. Majority vote decides the appointment of the new officer.

Section 3

Duties of Officers

President shall:

- i. Convene and preside at all meetings.
- ii. Schedule and conduct regular meetings of the general body and executive committee.
- iii. Submit his/her recommendations for action to the Executive Committee and the General Body.
- iv. Represent the College's Chapter of VOICE on a local and national level by attending necessary meetings or conventions within the financial capabilities of the Chapter.
- v. Take primary responsibility for the implementation or resolutions and programs by VOICE on the national or chapter levels.
- vi. Submit all necessary paperwork to the National office in a timely and efficient manner.
- vii. Meet regularly with the chapter's advisor in order to keep he/she abreast of the chapter's proceedings.

Vice-President Shall:

- i. Officiate for the President in his/her absence or at his/her request and

shall assume the duties and powers of the President.

- ii. Take primary responsibility for the implementation of all community service projects in the absence of a service chairperson and serve as co-chair in the presence of a service chairperson.

Treasurer shall:

- i. Take primary responsibility for all financial transactions of the college's chapter of VOICE.
- ii. Submit monthly reports to the chapters Executive Committee.
- iii. Have approval of the President(s) and/or the Executive Committee for all expenses.
- iv. Maintain accurate records of all transactions by keeping all receipts and notice of expenditures.
- v. Handle the collections/disbursements of any monies for VOICE.
- vi. Assist the Secretary in assuring that all members are in good standing.
- vii. Preside over any chapter fundraising events.

Secretary shall

- i. Record the proceedings at every scheduled VOICE meeting.
- ii. Establish and maintain chapter's membership listserve.
- iii. Send to all members a summary of the minutes taken at all general body and executive board meetings.
- iv. Send all members adequate publicity of all VOICE events.
- v. Have custody of all official books, records and papers of VOICE

including the Constitution and Bylaws, their amendments and the minutes of all proceedings.

- vi. Notify members of all correspondence received for VOICE.
- vii. Work with the President(s) to prepare an agenda for all meetings.
- viii. Handle Membership promotion and records for the VOICE.
- ix. Assist and communicate with the executive board in assuring that the chapter is in good standing.
- x. Shall act as President in the absence of the President and Vice-President.

Section 4

Any officer shall be impeached if he/she fails to complete the duties of their officership and may be removed at any meeting by majority vote of the general membership.

ARTICLE IV

Operating Procedures

Section 1

- i. The Executive Committee shall meet at least once a month at a time and place designated by the committee.
- ii. The general body shall meet at least once a semester at a time and place designated by either the President or the Executive Committee. This may be a social or service event.
- iii. Each chapter shall send at least one officer to represent the chapter at the annual national VOICE meeting. Each active chapter shall have 1 voting seat at each meeting. A maximum of two officers per chapter may be eligible for travel stipends, if funding is available.

Section 2

The rules of order for all meetings may be decided upon by each Executive

Committee. Robert's Rules of Order apply for all voting procedures.

Section 3

National Office Operation Procedures

- i. The elected national executive committee shall be deemed the administrative body for national VOICE.
- ii. The national President shall be responsible for any and all national VOICE correspondence to active chapters, as well as, sponsors. He/she is also responsible for the creation and distribution of an agenda to all Chapter presidents outlining the topics he/she will preside over at the National VOICE meeting. Updating the chapter guide shall fall into the duties of the president with changes being made official by a super majority vote of two more than half the number of officers on the national executive board. Keeping other national documents, excluding the Constitution, up to date is also the responsibility of the President.
- iii. The national Vice President shall be responsible for organizing the national outreach program at Symposium in collaboration with the local VOICE chapter (if present) and the school's Symposium committee. He/she will assume the presidential duties at the president's absence of request.
- iv. The national Treasurer shall be primarily responsible for the finances of national VOICE and distribution of national VOICE funding (if applicable). National funds shall reside in the account of the VOICE chapter where the treasurer holds membership. He/She will head the three person review committee that assesses additional funding application requests from chapters.
- v. The national Communication Chair shall be responsible for management of the national website and other media, photography at national events, and overseeing the creation of a newsletter to send to the chapters.
- vi. The national Marketing Chair shall be in charge of merchandise inventory, purchases, and printings. Securing a booth at Symposium shall also be the sole duty of the Marketing Chair

- vii. The national SAVMA Liaison shall be responsible for any and all correspondence VOICE has with the SAVMA Integrative Communications and Diversity Committee (ICDC) working with the two entities to promote diversity in the field of veterinary medicine.
- viii. The Past President shall assist with the administration of national VOICE business wherever necessary and ensure continuity after their term concludes. The Past President MUST have been an active member AND past executive board member of VOICE, as to be knowledgeable of the organizational operations.
- ix. The National Advisor shall aid in the administration of national VOICE business, reviewing national documents as needed and recommending potential courses of action. In the event the treasurer is from the school of the additional funding submission, the National advisor will head the three person review committee.
- x. The administrative chapter shall be the responsible party for soliciting and maintaining any corporate sponsorship and or fundraising efforts on behalf of National VOICE.
- xi. All decisions regarding VOICE as a national organization shall be voted upon by the National Body, national executive board, and each chapter president if he/she is present at the National VOICE meeting. These decisions include but aren't limited to any and all amendments to the Constitution. Chapter presidents unable to make the meeting can delegate their voting privilege to an appointed officer of that chapter OR a present member of that chapter via a signed letter to the national organization stating so.

ARTICLE V

Amendments

Section 1

Amendments may be proposed by any member in good standing to the national VOICE administrative body through their chapter president.

Section 2

Proposed amendments must be submitted to the national VOICE administrative body via email as a letter attachment before January 1st and list the location of the proposed amendment in the following manner: Article number, Section number, and numbered bullet (if applicable). Amendments proposed by the national executive board must be sent out to all chapter presidents before the January 1st deadline via email. In addition, a statement explaining the reasoning behind such amendment(s) must also be submitted.

Section 3

All proposed amendments and necessary materials must be reviewed and approved by the national VOICE administrative body. After approval by the National body, the amendment must be presented for approval at the annual national meeting. Each chapter president (or other appointed chapter officer) will vote on the amendments. Majority vote is necessary to make a proposed amendment effective. Amendments that are ratified go into effect immediately following ratification.

This Constitution Serves As the Constitution For Each VOICE Chapter