Explanation:

Executive Body
The class raises (and expends) funds to support its fellow members through opportunities to increase their educational experiences with offsite events, guest speakers, etc., and provide social and cultural experiences. They also formally represent the class for all other issues and should represent the collective voice, not just the voice of the individual elected. Discretion and professionalism should be the hallmark of elected representatives. Because this is a student initiated and orchestrated organization, the positions and responsibilities can be modified. Meetings are set by the class presidency, but typically are held bi-monthly.

- President - Preside over all meetings of the student council and serve as chairperson of the student council. Act as official representative at other class meetings and events.
- Vice President - Preside at the student council meetings of the class and the student council in the absence of the president. Succeed the president if he/she is unable to complete his/her term of office. Remain available to serve the class/class officers when needed.
- Secretary - Record and produce minutes of all meetings. Handle all of the student council correspondence. Coordinate meetings.
- Treasurer - Handle all financial transactions of the class. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the class. Plan and execute fundraising events for the class. Meet each semester with Michael Bishop to reconcile accounts.
- Historian - Record all history of the class and make available to the class. Take and collect media of all events to assist in developing a history of the USU SVM. Share the information with the Office of Student Services for archiving and use in official publications.
- Marshal - Mitigation of class disputes. Monitor time spent on hypothetical/tangential questions asked per class period. Foster an environment of emotional safety for class members and participants. Funnel facility complaints to USU’s Facility Management Department. Regulate general logistics of the class.
- Sunshine Chair - One individual from each USU SVM class shall plan and coordinate events that will bring about class unity and fun including but not limited to birthday surprises, social gatherings, and other special recognitions. This person may lead a committee of other class members, or members from the auxiliary to accomplish these functions.

Other Elected Positions

- Curriculum Committee Representative - One individual from each USU SVM class sits on this program-wide committee to discuss issues and alignment of the core curriculum within and among sites. Meets every other week via video conference with WSU.
- Student Faculty Council Representative - One individual from each USU SVM class sits on this program-wide committee to cover general issues and grievances within the program. Meets typically one time per semester. However, this individual is also the voice for the same concerns between students here at USU and the USU administration. Should work closely with the class’s executive body.
- Utah Veterinary Medical Association (UVMA) Representative – Attend the monthly UVMA meeting to represent the student perspective at these meetings. The second year student serves as the senior representative and is expected to attend all meetings. The first year student serves as the junior representative and should attend meetings as available. Organize interactions/events between the professional organization and student body.
• Cache Veterinary Practitioners Association (CVPA) representative - Attend the monthly CVPA meeting to represent the student perspective at these meetings. The second year student serves as the senior representative and is expected to attend all meetings. The first year student serves as the junior representative and should attend meetings as available.

• Student American Veterinary Medical Association (SAVMA) Class Representative - works closely with the USU class presidency and the WSU SAVMA Board about all SAVMA related issues and programs.

• Student American Veterinary Medical Association (SAVMA) Jr. Delegate - represents USU at the house of delegates meeting and will act as a liaison between SAVMA and USU vet students. The SAVMA Jr. Delegate will need to be available to attend the yearly SAVMA Symposium (location varies across the nation, typically in March) and the yearly AVMA Convention (location varies across nation, typically in August).

Clubs

What Classifies a Club?
A club or organization is a group of students who share a common interest and have gone through the formal approval process of organizing themselves through the Office of Student Services (OSS). Only currently chartered clubs and organizations have the privilege to use university facilities and equipment, and are granted access provided by the Office of Student Services to support features such as the school calendar, website, and email list serves. Clubs and organizations should be formed for the purpose of social, educational, and leadership development. Clubs and organizations have a role in the enhancement of a student’s personal and professional growth.

Registering or Re-registering a Club
Every student club or organization should register with the Office of Student Services in AGRS 242. The application process is online, or paper forms may be obtained from the OSS. Upon meeting eligibility requirements and receiving approval by the Associate Dean for the USU SVM, the club or organization will be registered. Any questions should be directed to Director of Student and Academic Affairs.

Registration:
To qualify as a club, a student organization must first verify that the same or very similar club/organization does not already exist. If one does not exist, the organizer must file the following information with the Office of Student Services via the Club Formation Form (found online and at the end of this manual):
1. Find a USU SVM faculty or staff member to be your advisor. An advisor is REQUIRED to start a new club. It would be best to identify an individual with appropriate interests and experience related to your club to help lead your club.
2. Name of the Organization.
3. Name, titles of officers, and initial list of members (you will need a minimum of 3 members to fill the required officer slots).
4. Purpose and brief description of organization.
5. Club or organization must submit a typed constitution following similar guidelines for writing a constitution outlined below.

Existing Clubs:
Existing clubs or organizations must resubmit an application to the Office of Student Services for each new school year at the time elections for new officers is held. Applications are available online or in AGRS 242. Clubs must also review the Organizations and Clubs Manual and comply with all guidelines as described in the current policies. Registration shall be valid from the date of approval to the end of the succeeding spring semester.
Sample Constitution/By-Laws:
The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning aspects of the organization and the way the club is maintained. Items that are subject to frequent revision should be included in your by-laws. Required sections are underlined. In order to be officially registered with the Office of Student Services, you must include this information in your constitution. You may want to delete certain sections and add others to your constitution.

Constitution of (Name)

Article I - Name, Purpose and General Statements
Section 1: What is the exact title/name of the organization/club?
Section 2: Nonprofit status of organization (must operate as nonprofit).
Section 3: How does one maintain Clubs & Organizations membership in good standing? (Clubs are subject to all policies and procedures as outlined by USUSA and the Utah State University Student Code).
Section 4: What is (are) the purpose(s)?

Article II - Membership
Section 1: Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability).
Section 2: Are there categories of membership? If so, what are they? (Policy requires two-thirds of voting membership must be registered students of Utah State.)
Section 3: How does one become a member?
Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

Article III - Officers
Section 1: How many officers are there? What are requirements to be an officer? (Policy requires that only students matriculated with Utah State may be officers. Upon request of the USUSA Executive Council this requirement may be waived for honorary and/or professional societies).
Section 2: What are the duties and general responsibilities of the officers?
Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

Article IV - Committees
Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?
Section 2: Special committees?

Article V - Meetings
Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?
Section 2: How many for a quorum?
Section 3: How are decisions made? By simple majority?
Section 4: Special meetings? For special purposes only? Who may call them?

Article VI - Financial Matters
Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership. The handling of funds will follow all current SVM and USU cash handling and fiscal management policies. Training of the Treasurer will be done through online sources and the Office of Student Services.
Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, the Office of Student Services will redistribute remaining monies to the SCAVMA account.

Article VII - By-Laws
Section 1: If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

Article VIII - Committees
Activities and Use of Funds:
All registered clubs must use the USU accounting system. A club account for the tracking of funds has been established that provides the ability to use a p-card (credit card). One person at a minimum per club, needs to go through the p-card training provided by the university. This training authorizes the member to use the p-card and expend funds. It is suggested that the person who is responsible for purchasing and organizing club events get this type of training. This person does not need to be the President, nor the Treasurer.

The online training can be found at [http://controllers.usu.edu/htm/pcard-training](http://controllers.usu.edu/htm/pcard-training) under “P-Card Cardholder and Delegated User Training”. Once this training has been completed, the club member will meet with the Director of Academic and Student Affairs in the Office of Student Services to finish documenting the training, and reviewing the expected tracking procedures. In brief, whenever a club uses funds for an event, the following needs to occur:

1. Verification of enough funds in your club account by the purchaser.
2. Verification that the purchaser is a delegated user.
3. A list of participants (an attendance sheet) needs to be taken at the event.
4. A meals and entertainment form needs to be submitted if food items were purchased.
5. All receipts need to be turned in (following all procedures: no expenditures for alcohol, no tax, receipt is itemized, etc).
6. A tracking sheet needs to be completed for all transactions (credits and debits).
7. Three (3) sets of copies of receipts and associated paperwork (M&E sheets, tracking sheets, etc) need to be completed and turned in within the week (failure to do so may result in the loss of p-card privileges). One set of paperwork goes to the club treasurer, one set to the office of student services, and one to the business assistant or manager.
8. Bring the p-card back within 1 day. There is only 1 p-card for all clubs to use.

At the end of each semester it is the President’s and Treasurer’s responsibility to reconcile the account with the Office of Student Services.