

WCVSA

Constitution of the Western Canadian Veterinary Students' Association

Western College of Veterinary Medicine, University of Saskatchewan

Last Amended September 4th, 2019

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Article I – Name

The name of the organization shall be the Western Canadian Veterinary Students' Association, commonly known as the Veterinary Students' Association, hereafter referred to as the WCVSA.

Article II – Objectives

1. To promote the development of characteristics desirable of the veterinary profession.
2. To instil in the veterinary student a strong sense of professional pride and dignity, and to make him/her aware of his/her obligations; socially, politically, culturally and professionally.
3. To stimulate interest in the professional organizations by encouraging active participation in the WCVSA and by making the students aware of the opportunities afforded by the Canadian Veterinary Medical Association (CVMA), American Veterinary Medical Association (AVMA) and the provincial veterinary associations.
4. To promote the interests and welfare of veterinary students with regard to their educational, social and athletic life.
5. To foster a close association with other student organizations and with professional associations.

Article III – Membership

1. All students registered at the Western College of Veterinary Medicine (WCVM) who have paid their tuition fees and WCVSA fees shall be active members of the WCVSA.
2. An honorary president elected as outlined in [Bylaw III – Nominations and Elections](#).
3. Previous honorary presidents.
4. WCVSA alumni shall be members in good standing upon graduation.
5. At the beginning of each year, each student paying their WCVSA fees must also sign a sheet saying they have read and will comply with the WCVSA Constitution.

Article IV – Organization and Officers

1. There shall be an executive council composed of President, Senior Internal Vice President, Senior External Vice President, Academic Vice President, Secretary, Treasurer, and Indigenous Students' Representative. The officers will be responsible to govern the affairs of the student body. Additionally the executive will

be required to draft motions to bring forth to the committee. All members of the executive will have responsibilities detailed under [Bylaw I - Duties of Executive Council](#), and shall be members in good standing and elected according to [Bylaw III – Nominations and Elections](#). All members of the executive council will also attend and participate in all the working committee meetings.

2. The working committee shall follow the details outlined in [Bylaw II - Duties of the Working Committee](#). They will be responsible for collaborating and voting on the proposals drafted by the executive council.

3. These executive and working committee members shall prepare, at the beginning of each academic year, an itemized budget in duplicate for that year and submit one copy to the Treasurer and retain one copy for his/her own records: President, Academic Vice President, Internal Vice President, Secretary, Treasurer, Men’s and Women’s Athletic Directors, Senior Social Director, Sustainability Director, Pawsitive Practice Coordinator, Yearbook, and Indigenous Students’ Representative.

4. Each executive and Senior working committee member shall present a written annual report to the Secretary and to the succeeding officers at the annual combined executive meeting. This report shall include a summary of the activities of the past year and recommendations for his/her successor.

5. The WCVSA president and the class presidents will attend a monthly Student Liaison Committee meeting to facilitate communication between the WCVSA and the WCVM faculty and staff.

6. Signing authority over the WCVSA financial accounts will reside with the WCVSA President, President Elect, Senior Treasurer and Junior Treasurer.

Article V – Recall of Officers

1. If deemed advisable, an officer of the WCVSA or any class may be recalled:

- a. By presentation of a petition with 25% of the electoral body, and a 2/3 majority vote at a General Meeting
- b. Due to an impeachment of the constitution.

Article VI – Meetings

1. Executive Council Meetings

a. The Executive shall assemble at the request of the President, who shall inform all members of such a meeting at least 3 days in advance.

b. A quorum shall consist of at least fifty percent of the members of the Executive.

c. All matters not readily decided by the Executive shall be taken up at Working Committee meetings.

- d. All officers as listed in [Bylaw I – Duties of Executive Council](#) have speaking rights.
- e. "Robert's Rules of Order" shall govern executive council Meetings of the WCVSA.
- f. In the event of a tie when voting, the President's vote shall break the tie.

2. Working Committee Meetings

- a. The Working Committee members shall assemble at the request of the President, who shall inform all members of such a meeting at least 3 days in advance.
- b. A quorum shall consist of at least fifty percent of the members of the Working Committee.
- c. All matters not readily decided by the Working Committee shall be taken up at the General Meetings
- d. Committee Meetings shall be open to all members of the WCVSA as well as WCVM faculty and staff, who have speaking rights but do not have the right to put forward, or second or vote on motions
- e. All officers listed in [Bylaw I – Duties of Executive Council](#) and [Bylaw II – Duties of the Working Committee](#) have voting and speaking rights
- f. "Roberts Rules of Order" shall govern Working Committee Meetings of the WCVSA
- g. In the event of a tie when voting, the President's vote shall break the tie.

3. General Meetings

- a. General Meetings shall be held semi-annually. Once every semester.
- b. General Meetings must be advertised at least three days in advance.
- c. As outlined in [Bylaw VIII - Amendments](#), a motion shall be declared passed by a majority of the members present voting in favour of the motion, except for amendments to the constitution.
- d. In the event of a tie when voting, the President's vote shall break the tie.

4. Emergency Meetings

- a. Emergency Meetings shall be called by the President in response to a written request by a member of the executive or ten percent of active WCVSA members. These shall be held at the earliest possible convenience.

5. Order of Business

- a. Identification of members and call to order.
- b. Approval of the minutes.
- c. Unfinished business.
- d. Reports.
- e. New business.
- f. Adjournment.

By-Law I – Duties of Executive Council

1) President

- a) S/he shall be a member of the third-year class.
- b) S/he shall call all meetings, both General, Executive, and Working Committee.
- c) S/he shall be ex-officio member of all committees.
- d) S/he shall sit on the WCVM Faculty Committee.
- e) S/he shall sit on the WCVM Student Liaison Committee.
- f) S/he will attend meetings of the WCVM Advisory Council.
- g) S/he shall sit on the Board of College Presidents.
- h) S/he will have the authority to delegate any responsibility of his/her position to any member of the WCVSA executive.
- i) S/he shall submit an itemized budget to the treasurer at the beginning of each academic year.
- j) S/he shall maintain a file, hardcopy or electronic, of all correspondence to be passed on to the following year's president.

2) President Elect

- a) S/he shall be a member of the second-year class
- b) S/he shall work alongside the current WCVSA president
- c) S/he shall attend all working committee and executive meetings
- d) S/he shall prepare to take over the WCVSA president position in the upcoming year.

3) Academic Vice President

- a) S/he shall assume the duties of the President in his/her absence.
- b) S/he shall arrange guest speakers, films, debates, panels *etc.* on subjects of interest to the members.
- c) S/he shall represent the students on the D.L.T. Smith Lecture programme committee.
- d) S/he shall attend the meetings of University Council in regards to academic issues.
- e) S/he shall be responsible for the WCVSA video camera with respect to maintenance and lending it out to students.
- f) S/he shall chair a meeting of all WCVM club presidents at the start of each year to schedule club events for the year and organize WCVM club registration. S/he shall act as liaison between WCVM clubs and the WCVSA executive.
- g) S/he shall submit an itemized budget to the treasurer at the beginning of each academic school year.

4) Internal Vice President

- a) S/he shall act as Chief Returning Officer for all WCVSA elections
- b) S/he shall be responsible for maintenance of the hot water machine, and/or kettle and any other WCVSA owned items in the Buffeteria.

- c) S/he shall be responsible for the maintenance of the WCVSA calendar and bulletin board.
- d) S/he shall submit an itemized budget to the treasurer at the beginning of each academic school year.
- e) S/he shall maintain the kitchen within the buffeteria and keep a stock of cleaning supplies readily available.

5) External Vice President

- a) At any one time there will be one Senior External Vice President and one Junior External Vice President. Senior External Vice President and Junior External Vice President will maintain involvement in the Working Committee.
- b) Senior External Vice President will also sit as a member of the Executive Council. This seat is intended to maintain continuity between the activities of the WCVSA and the SCVMA, and to further the input to the WCVSA Executive Council.

i) Senior External Vice President

- (1) S/he shall be responsible for liaison and co-ordination between the WCVSA and SCVMA, SAVMA (Students of the American Veterinary Medical Association), and provincial veterinary associations.
- (2) S/he shall act as correspondent to the International Veterinary Students Association.
- (3) S/he shall be a delegate to the SCVMA. SCVMA duties may include the following on a rotating basis with the other four vet colleges:
 - i. President of the SCVMA.
 - ii. Publishing the SCVMA newsletter "VETRAP"
 - iii. Writing Editorials for the Canadian Veterinary Journal
 - iv. Organizing the National CVMA Graduate Survey
 - v. Hosting and organizing SCVMA Symposium
- (4) S/he will submit CVMA fees to the CVMA on behalf of the WCVM student body.
- (5) S/he is responsible for organizing group transportation and fundraising for WCVM students attending Symposium. S/he is responsible for organizing Symposium if it is hosted by the WCVM during his/her term of office.
- (6) S/he shall retire the position to the Junior External Vice President following the annual summer CVMA conference.
- (7) S/he shall present the CVMA "One Voice" lecture to the WCVM student body outlining the student resources and services provided by the CVMA.
- (8) S/he shall present the CVMA Western Financial Wine and Cheese evening on behalf of the CVMA

6) Secretary

- a) S/he shall take minutes of each meeting.
- b) S/he shall maintain a record of attendance at meetings.
- c) S/he shall maintain a record of all members of the WCVSA.

- d) S/he shall prepare the minutes of all meetings in duplicate, one copy to be posted on the bulletin board, and one copy to be given to the WCVSA president.
- e) S/he shall compile a list of e-mail addresses of all students of the college.
 - (1) These are to be distributed to all members. Information on the list is to be
 - (2) volunteered by students and is not mandatory.

7) Treasurers

- a) S/he shall receive all credits, pay all debts and keep an accurate record of all transactions. All debts shall be submitted to the WCVSA Executive for authorization of payment. The ledger shall be balanced at the end of every month.
- b) Cheques shall be countersigned by one of the following: the President, or the Senior Treasurer, or the Junior Treasurer.

i) Senior Treasurer

- (1) S/he shall present a budget for the academic year to the Executive Council based on the individual departmental budgets submitted for approval. This budget shall then be presented at the first General Meeting. S/he shall present a budget review at the fourth quarter General Meeting.
- (2) S/he shall be prepared to present a financial statement at each Executive and General Meeting. A financial statement shall include a current balance in the account and a summary of all past transactions since the last meeting.
- (3) S/he shall submit his/her books for review by a third party accountant appointed by the Executive at the close of his/her term of office. The reports prepared by the accountants shall be filed in the WCVSA filing cabinet in the merchandising room.

8) Indigenous Students' Representative

- a) S/he shall be a member of the second or third year class.
- b) S/he shall be an executive member of the WCVSA with voting privileges.
 - i) However, this position is voluntary and does not need to be filled if there are no interested students.
- c) S/he shall serve as a mentor for first year Indigenous students entering the DVM program at the WCVM.
- d) S/he shall chair a sub-committee of Indigenous and ally students to organize cultural revitalization programming at the WCVM, as decided on by the volunteers.
 - i) These students shall be a part of their class executive.
 - ii) A recommended number is one or two representatives per class. However:
 - (1) If more than two students are interested, more positions are allowed.
 - (2) If a class has no interested students, this class executive position does not need to be filled.
- e) S/he shall submit an itemized budget to the treasurer at the beginning of each academic year.

- f) S/he shall sit on the Indigenous Students' Circle, work closely with the Dean / Associate Dean (Academic), or his/her designate, and work with the Faculty Lead for Indigenous Engagement and/or Chair of Dean's Advisor Committee on Indigenous Engagement.

By-Law II – Duties of the Working Committee

1) Past President

- a) S/he shall remain a member of the WCVSA Executive for school year following his/her term as President.
- b) S/he shall ensure that continuity is maintained in the transition of the newly elected council, and shall serve as an informational source for the newly elected council.

2) External Vice Presidents

- a) At any one time there will be one Senior External Vice President and one Junior External Vice President. Both the Senior External Vice President and Junior External Vice President will maintain involvement in the Working Committee.

i) Junior External Vice President

- (1) S/he shall be selected from a pool of nominations from the first year class for a two-year term.
- (2) S/he shall be responsible for assisting the duties of the Senior External Vice President.
- (3) S/he shall sit as an ex-officio member of the Students of the Canadian Veterinary Medical Association (SCVMA).
- (4) S/he shall assume the position of Senior External Vice President following the annual summer CVMA conference.

3) Treasurers

- a) S/he shall receive all credits, pay all debts and keep an accurate record of all transactions. All debts shall be submitted to the WCVSA Executive for authorization of payment. The ledger shall be balanced at the end of every month.
- b) Cheques shall be countersigned by one of the following: the President, or the Senior Treasurer, or the Junior Treasurer.

i) Junior Treasurer

- (1) S/he shall be elected from the first-year class for a two year term.
- (2) S/he shall be responsible for assisting the duties of the Senior Treasurer.

4) Men's Athletic Director

1) Senior Men's Athletic Director

- a) He shall represent the WCVM on the Men's Recreation Board and co-ordinate the activities and programs of the said Board with the members of the WCVSA.
- b) He shall act as co-chairperson of the Athletic Committee.
- c) He shall submit an itemized budget to the treasurer at the beginning of each academic year.
- d) He shall be the previous Junior Men's Athletic Director and therefore a member of the third-year class.
- e)

2) Junior Men's Athletic Director

- a) He shall work with the Senior Athletic Director's to represent the WCVM on the Men's Recreation Board and co-ordinate the activities and programs of the said Board with the members of the WCVSA.
- b) He shall act as junior co-chairperson of the Athletic Committee.
- c) He shall help the Senior Athletic Director's submit an itemized budget to the treasurer at the beginning of each academic year.
- d) He shall be a member of the second-year class.

e) Women's Athletic Director

1) Senior Women's Athletic Director

- a) She shall represent the WCVM on the Women's Recreation Board and co-ordinate the activities and programs of the said Board with the members of the WCVSA.
- b) She shall act as co-chairperson of the Athletic Committee.
- c) She shall submit an itemized budget to the treasurer at the beginning of each school year.
- d) She shall be the previous Junior Women's Athletic Director and therefore a member of the third-year class.

2) Junior Women's Athletic Director

- a) She shall work with the Senior Athletic Director's to represent the WCVM on the Women's Recreation Board and co-ordinate the activities and programs of the said Board with the members of the WCVSA.
- b) She shall act as junior co-chairperson of the Athletic Committee.
- c) She shall help the Senior Athletic Director's submit an itemized budget to the treasurer at the beginning of each school year.
- d) She shall be a member of the second-year class.

f) Social Directors

- a) At any one time there shall be one Senior Social Director and one Junior Social Director.

i. Senior Social Director

1. S/he shall chair the Social Committee, consisting of the Social Representatives from each year. The Social Committee shall meet once at the beginning of the school year to coordinate social events in the college and anytime deemed necessary thereafter.
2. S/he shall be responsible for all the official social events of the WCVSA and ensure event risk management and event safety.
3. S/he shall compose a written social report and balance sheet of all the official social events of the WCVSA. This report will be submitted to the WCVSA president at the end of his/her term.
4. S/he shall retire the position to the Junior Social Director following his/her term.
5. S/he shall submit an itemized budget to the treasurer at the beginning of the school year.

ii. Junior Social Director

1. S/he shall be elected from the first-year class.
2. S/he shall assist the Senior Social Director in his/her duties.
3. S/he shall assume the position of Senior Social Director for the following year.
4. S/he shall facilitate organization of the Canadian Blood Services Partners for Life Program at WCVM and ensure adequate advertising.

g) Public Relations Officer

- a) S/he shall coordinate tours of the WCVM and give presentations to members of the public, organized clubs, visiting dignitaries and school children as requested. The tours will be booked through the general office.
- b) S/he will have primary access to and be responsible for any WCVSA social media accounts.
- c) S/he will act a liaison to any companies which are unrepresented by WCVM students and are interested in starting to sell a product or service to the student population. Decisions on which companies are allowed to contact the student body should be done in consultation with administration and any relevant student representatives, but is ultimately the decision of the Public Relations Officer.

h) Member of Student/Univeristy Council

- a) S/he shall be the representative of the WCVSA on University Student Council (USC), which meets once per week. S/he will attend all USC Meetings or send regrets if unable to attend.
- b) S/he shall be a member of University Council.
- c) S/he shall run for a position on a USC board.
- d) S/he shall act as a liaison between the USC and the WCVSA.
- e) S/he shall be responsible for the implementation of the University of Saskatchewan Students' Union (USSU) programs at the WCVM.
- f) S/he shall be responsible for forwarding the contact information for the following year's Member of Student/University Council to the USC and the University Council.

i) Health Sciences Students' Association (HSSA) Representatives

- a) At any one time there shall be one Senior HSSA Representative and one Junior HSSA Representative.

i. Senior HSSA Representative:

- 1. S/he shall attend the weekly HSSA meetings as a representative of the WCVSA.
- 2. S/he shall report activities of the HSSA to the WCVM student body.
- 3. S/he shall assist in the organization and promotion of HSSA activities.

ii. Junior HSSA Representative:

- 1. S/he shall attend the weekly HSSA meetings as a representative of the WCVSA.
- 2. S/he shall assist the Senior HSSA representative in his/her duties.

j) Class Representatives

- a) S/he shall be elected as Class President by his/her class.
- b) S/he shall act as a liaison between his/her class and the WCVSA and shall co- ordinate the activities of his/her respective class with the WCVSA.
- c) S/he shall sit on the WCVM Student Liaison Committee.
- d) S/he shall be responsible for calling annual class committee elections, one week following annual executive elections.

k) Merchandisers

- a) At any one time there shall be one Senior Merchandiser and one Junior Merchandiser.

i. Senior Merchandiser:

- (1) S/he shall provide goods deemed necessary by the WCVSA Executive and students at a reasonable price. Goods will be offered in the form of stock or offered via order directly to students.
- (2) S/he shall mark up merchandise in order to cover applicable taxes, shipping and handling, and phone expenses. There also will be a small markup to allow a "float" necessary to stock merchandise. Final price of all sales within the jurisdiction of the WCVSA is subject to the discretion of the Senior Merchandiser, but will not be more than 40% on any one item. All monies at the end of the school year greater than the base float allocated to merchandise in the WCVSA budget shall be deposited in the WCVSA general account.
- (3) S/he may request merchandise funding, if needed, from the WCVSA in the form of an interest-free loan.
- (4) S/he may offer for sale, at a discount, merchandise remaining from past orders which has not sold within two years, but has been paid for. This is at the discretion of the Senior Merchandiser in order to clear goods but recover some costs. Discount prices will be recorded on the inventory price column records.
- (5) S/he shall be provided with a key to the merchandise room. The merchandise room is to be locked at all times when unattended. Other persons issued a key will be done so at the discretion of the WCVSA Executive.
- (6) S/he will coordinate WCVM class merchandise sales to prevent overlap.
- (7) S/he is responsible for organizing a graduation ring sale by the end of each school year for the graduating class.
- (8) S/he shall be responsible for organizing and executing an annual clean-out of the merchandise room.
- (9) S/he shall have available a complete inventory and financial list of activities to give to the Junior Merchandiser and the WCVSA Executive at the end of his/her term.

ii. Junior Merchandiser:

1. S/he shall be elected to serve a two-year term beginning in their second year of study. In his/her third year at the WCVM, the Junior Merchandiser will become the Senior Merchandiser.
2. S/he shall assist the Senior Merchandiser in his/her duties, including the graduation ring sale and the annual clean-out of the merchandise room.
3. S/he will be responsible for WCVSA BBQ maintenance and sign out.
4. S/he shall be provided with a key to the merchandise room.

- b) The merchandise outlet may be operated by a University appointed employee during the summer months. This person shall keep accurate sales records.
- c) In the event of damaged or stolen goods, the Senior and Junior Merchandisers will not be held personally liable. The WCVSA as an organization will be responsible for dealing with this situation accordingly.

l) Yearbook Editors

- a) At any one time there shall be one Senior Yearbook Editor and one Junior Yearbook Editor.

i. Senior Yearbook Editor:

- (1) S/he shall be responsible for publishing and distributing a yearbook annually. S/he shall lead the yearbook committee that is comprised of approximately 2-3 members from each class.
- (2) S/he shall price the yearbook at a reasonable rate, only to recoup costs, including any costs of shipping to graduating students. Advertising may be used to reduce costs. Accurate records shall be kept of all sales.
- (3) S/he shall ensure that old copies of the yearbook are archived

ii. Junior Yearbook Editor:

- (1) S/he shall be elected to serve a two-year term beginning in their second year of study. S/he shall assist the Senior Yearbook Editor in his/her duties. In his/her third year at the WCVM the Junior Yearbook Editor will become the Senior Yearbook Editor.

m) Animal Care Representative

- a) S/he shall serve as the undergraduate student member of the WCVM Animal Care Committee and attend the meetings of the WCVM Animal Care Committee.
- b) S/he shall serve as an undergraduate student member of the University Committee on Animal Care and Supply (UCACS) which includes appointees to the Animal Research Ethics Board (AREB) and the Facility Inspection Committee (FIC).
- c) S/he shall report to the WCVSA the minutes of the WCVM Animal Care Committee meetings.
- d) S/he shall act as a liaison between the student body and the WCVM Animal Care Committee.
- e) S/he shall attend the annual meeting of WCVM club presidents organized by the WCVSA Academic Vice President to advise on animal care protocols.
- f) S/he shall serve as the undergraduate student member of the WCVM Safety Committee and attend meetings of the WCVM Safety Committee.

- g) S/he shall serve as a liaison between the WCVM building manager and WCVM students.

n) Sustainability Coordinator

- a) S/he shall be a member of the third-year class.
- b) S/he shall act as a liaison between the WCVSA, students, USSU Sustainability Board and the WCVM faculty and staff.
- c) S/he shall apply to sit on USSU Sustainability Board as a Student at Large (SAL), and attend bi-monthly meetings.
- d) S/he shall lead the Sustainability Committee (composed of one or two representatives(s) from each class), and arrange meetings every two-three weeks.
- e) S/he shall address student and staff concerns regarding sustainability at WCVM, and brainstorms possible solutions with the Sustainability Committee on issues such as recycling, paper use, garbage and waste reduction, carpooling, and student body education/awareness.
- f) S/he shall organize and manage the Sustainability Bulletin Board, with help from the Sustainability Committee, to keep students and staff up to date and informed about opportunities for sustainable living in the college, the university, and in the community.

o) Pawsitive Practice Coordinator

- a) S/he shall be a member of the second or third year class.
- b) S/he shall act as a liaison between the WCVSA, students, Pawsitive Practice Information Board and the WCVM faculty and staff in regards to the Pawsitive Practice activities.
- c) S/he shall chair Pawsitive Practice meetings and will lead a group of volunteers (minimum of one Pawsitive Practice Representative elected per class).
- d) Pawsitive Practice events will be aimed at addressing four areas of wellness: stress, community, physical activity, and nutrition.
- e) S/he shall organize and manage the Pawsitive Practice Bulletin Board, with help from the Pawsitive Practice volunteers, to keep students and staff up to date and informed about opportunities related to wellness in the college, the university, and in the community.
- f) S/he shall submit an itemized budget to the treasurer at the beginning of the school year and shall be responsible for allocating funds.

p) Indigenous Students' Representative(s)

- a. S/he shall be a member of the second or third year class.
- b. S/he shall be an executive member of the WCVSA with voting privileges.
- c. However, this position is voluntary and does not need to be filled if there are no interested students.
- d. S/he shall serve as a mentor for first year Indigenous students entering the DVM program at the WCVM.

- e. S/he shall chair a sub-committee of Indigenous and ally students to organize cultural revitalization programming at the WCVM, as decided on by the volunteers.
 - i. These students shall be a part of their class executive.
 - ii. A recommended number is one or two representatives per class.
 - However:
 - 1. If more than two students are interested, more positions are allowed.
 - 2. If a class has no interested students, this class executive position does not need to be filled.
- f. S/he shall sit on the Indigenous Students' Circle, work closely with the Dean / Associate Dean (Academic), or his/her designate, and work with the Faculty Lead for Indigenous Engagement and/or Chair of Dean's Advisor Committee on Indigenous Engagement.

By-Law III – Nominations and Elections

- 1) The WCVSA Executive Elections shall be directed by the Vice-President Internal as the Chief Returning Officer ("CRO").
- 2) At least 2 weeks prior to the beginning of the election, the CRO shall email a "Notice of Election" with descriptions of open positions to the paid WCVSA membership (Article III.i) and post the same information on the WCVSA board.
 - a) Junior representatives will be elected for a 2-year term: one year as a junior and one year as the senior representative.
 - b) A list of paid WCVSA members with name and NSID shall be collected from each class executive.
- 3) Nominations for WCVSA executive positions shall be accepted for at least one week before elections begin.
 - a) Nominations shall be done by secret ballot and must be seconded by 3 people.
 - b) The CRO will provide ballots and a secure nomination box or equivalent.
 - c) Current executive members shall be asked to speak to the classes whom are eligible for their positions before nominations close.
- 4) Nominees will be asked to submit a statement to the CRO about themselves and why they are running for an executive position by a date determined by the CRO.
 - a) These statements will then be circulated to the WCVSA membership before elections begin.
- 5) If after nominations have closed, there are still open executive positions, the CRO shall notify the WCVSA membership.
 - a) Students shall have a set amount of time (at the discretion of the Chief Returning Officer) to nominate themselves during which time all students applying shall be eligible for the positions they apply for.
 - b) The nomination ballot requirement shall be waived, but candidates shall still be asked to submit a statement (see #4 above).
- 6) Campaigns shall be conducted from the closing of nominations until elections begin.

- a) The speaking times with first, second and third year classes will be arranged by the Chief Returning Officer for presidential candidates only.
- 7) Annual elections shall take place before the final WCVSA General Meeting of the academic year (approximately in March).
 - a) The election for the President Elect will be done first, followed by the executive position elections (allowing unsuccessful presidential candidates to be nominated for other positions).
 - b) Elections shall be done by secret ballot, which can be physical polling stations/paper ballots or electronically through the PAWS voting channel.
 - i) Polling stations and clerks, or the online election, will be set-up by the CRO.
 - ii) Physical polling stations shall remain open for a minimum of 50 minutes on two separate occasions.
 - c) Only paid WCVSA members are eligible to vote.
 - i) The CRO will cast a vote only in the case of a tie.
 - ii) Voters must authenticate their identification, either through a physical sign-in sheet or electronically via the PAWS voting channel.
 - (1) Voter turnout will be tallied from this process.
- 8) The winner shall be declared by the majority vote for each position.
 - a) All candidates shall be notified via email from the Chief Returning Officer on the same day as elections close.
 - i) The WCVSA membership shall be notified within 24 hours.
 - b) When only one candidate is nominated, election shall be by acclamation at the next general meeting.
 - i) Where there is only one candidate, they must receive at minimum 1 vote to be considered for the position; a majority of “abstain” votes via the PAWS voting channel will not eliminate the candidate from the position in question.
- 9) In the event of resignation or demise of an officer or an unfilled position, a by-election to the position will be held as soon as possible at the discretion of the Executive.
- 10) Class Committee Elections shall occur after the annual WCVSA elections.
 - a) These will be planned by the current executive of each class.
 - b) The first-year class will hold elections within the first month of the academic year, guided by the second-year class president.

By-Law IV – Fees and Finance

1. Membership fees and the WCVSA budget shall be presented and approved at the first General Meeting of the academic year.
2. The Working Committee must approve any expenditure more than \$50 and less than or equal to \$1000.00 over budget. Any expenditure greater than \$1000.00 over budget must be approved at a General Meeting. This also applies to any student wishing to propose a non-budgeted expenditure.

2. Expenditure under \$50 can be approved through the Treasurer and President.
3. All executive officers must submit financial summary sheets and attached receipts to the treasurer to account for all budgeted monies. These summary sheets shall be included in the month-end balance of the ledger and presented in each financial statement at Executive and General Meetings.
4. A minimum balance of \$5000.00 - \$7000.00 above the budgeted expenses must be maintained at all times to cover short term loans, unforeseen expenses, etc. Excess funds shall be dealt with according to guidelines for non-profit organizations.
5. Each year, the WCVSA Working Committee has the power to discuss and vote on what WCVSA student intramural fees will be depending on the WCVSA's finances that year.

By-Law V – Standing Committees

All standing committees shall be accountable to the WCVSA.

1. Social Committee

- a. Shall consist of a chairperson who shall be the Senior Social Director, the Junior Social Director and the Social representatives from each class. An orientation meeting shall be held before the end of the first quarter. Any other meetings shall be at the discretion of the Senior Social Director.
- b. Shall plan the social activities of the WCVSA.
- c. Shall coordinate the individual class activities and any social aspects of other standing committees.

2. Men's Athletic Committee

- a. Shall consist of a senior chairperson who shall be the Men's Athletic Director and the Male Sports representatives from each class.
- b. Shall organize and co-ordinate, along with the Senior Women's Athletic Director all athletic activities.
- c. Shall be responsible, along with the Senior Woman's Athletic Director for all athletic property belonging to the WCVSA.
- d. Shall have one Junior Male representative that assists the Senior Athletic Director(s) with all jobs that they have.

3. Women's Athletic Committee

- a. Shall consist of a senior chairperson who shall be the Women's Athletic Director and the Female Sports representative from each class.
- b. Shall organize and co-ordinate, along with the Senior Men's Athletic Director all athletic activities.
- c. Shall be responsible, along with the Senior Men's Athletic Director for all athletic property belonging to the WCVSA.

- d. Shall have one Junior Female representative that assists the Senior Athletic Director(s) with all jobs that they have.

4. Vetavision Committee

- a. Shall consist of 2 co-chairpersons, from the third-year class, who shall be the Vetavision co-ordinators and other members as decided by their respective classes. These positions will be decided in the academic year preceding Vetavision.
- b. Shall be responsible for the presentation of Vetavision during the appropriate year.

5. Class Committees

- a. There shall be one committee in each class.
- b. The class committee shall consist of a President, Vice President, Secretary, Treasurer
- c. At the discretion of the current class President there shall also be approximately (2) Social Directors, (2) Merchandising Representatives, Female and Male Sports Representatives, (2) Hall Monitors, (2) Honour Code Representatives, (1) Library Representative, (3) Student Teacher Educational Progress (STEP) Committee Representatives, (1) Sustainability Representative, (3-4) Fundraisers and (2-3) Yearbook Representatives, and (3) Skit committee positions, and (1-2) Indigenous Students' Representative.
- d. The election of each position will be by majority vote and will take place within the first week of school. The 2nd and 3rd years will elect their class committees anonymously through survey monkey with respect to nominations in a formal class meeting organized by the current president.
- e. The committee shall conduct and coordinate the affairs of each class within the activities of the WCVSA.
- f. The Class President shall preside over class and committee meetings and represent the class on the Executive council of the WCVSA. S/he is responsible for distributing mail to members of the class.
- g. The Secretary/Treasurer shall handle all financial records of the class and ensure class financial obligations are met. S/he shall keep the class informed of the status of the class' account(s). All cheques must be signed by both the Secretary/Treasurer and Class President.
- h. The Social Directors shall organize social activities for the class and serve on the WCVSA Social Committee.
- i. The Class Merchandising Representatives shall coordinate the sale of items to the students and staff of the WCVM for the purpose of generating funds for their class.
- j. The Female Sports Representative shall promote athletic participation among the female members of the class and serve on the WCVSA Women's Athletic Committee.
- k. The Male Sports Representative shall promote athletic participation among the male members of the class and serve on the WCVSA Men's Athletic Committee.

- l. The Hall Monitors shall be responsible for the recognition of classmates' birthdays.
- m. The Honour Code Representatives shall be members of the Honour Code Committee and shall carry out duties as set down in the provisions of the Honour Code.
- n. The Library Representative shall be responsible for informing the class of any issues concerning the library and maintaining the exam file for his/her year. S/he shall also communicate concerns of the class to the library staff.
- o. The four STEP Committee Representatives shall express the views of the class to the appropriate faculty members concerning curriculum and general teaching issues. They shall keep the class updated on a regular basis as to their progress.
- p. The Fundraisers shall be responsible for organizing events for the purpose of generating funds for their class. They shall meet with the representatives from the other classes at the start of the school year to coordinate the activities, in order to minimize overlap between the classes.
- q. The Yearbook Representatives shall sit on the WCVSA Yearbook Publications Committee and shall be responsible for obtaining pictures of their class activities, WCVSA functions and other school functions. They shall be responsible for selling and distributing yearbooks to their class.
- r. The Indigenous Students' Representative(s) shall sit on the WCVSA Indigenous Students' Representative Committee and help organize cultural revitalization programming at the WCVM, as decided on by the committee.
 - i. One or two representatives are recommended per class. However, if more students are interested, more positions are allowed. If a class has no interested students, this position does not need to be filled.

6. Honour Code Committee

- a. The Honour Code Committee exists as set down in the provisions of the Honour Code.
- b. Any Executive member found guilty of an Honour Code violation might be forced to resign his/her position on the advice of the Honour Code Committee.

7. Yearbook Committee

- a. Shall consist of approximately 2-3 members from each class
- b. Shall publish a yearbook annually.

8. Student-Teacher Educational Progress Committee (STEP)

- a. There will be one STEP committee for each year, consisting of 3 members elected by their respective classes. Each STEP committee shall select a chairperson who will be responsible for the overall function of their respective committee.
- b. STEP Committees serve both the students and faculty members as a means for informal discussion on the various courses for each year. The committees will provide feedback to the instructors as to what is going well and what potential problems are. They will also serve as informal monitoring of student learning in

- the courses. The STEP Committee can also discuss any other issues pertaining to either faculty or students that are deemed appropriate. The committees will foster a student-faculty team approach to enhance the educational process rather than serving as a formal means of evaluation of teachers.
- c. The names of committee members for each year will be published and distributed generally throughout the college. Specifically, course co-ordinators, individual instructors and the Curriculum Committee will be informed as to the STEP Committee members. This will be done during the first month of the academic year.
 - d. Students or instructors may bring their concerns regarding a course to any member of the STEP Committee.
 - i. The committee will discuss important issues and the results of the discussion will be communicated to both the class and instructor.
 - ii. Instructors may use the STEP Committee to address concerns with regard to student participation, behaviour and other issues of importance.
 - iii. The STEP Committees should also be used as a means of positive feedback between the instructors and students.
 - e. The presence of the STEP committees does not obviate direct communication between the instructor and class if this is deemed most appropriate.
 - f. Committees are encouraged to meet on a regular basis even if no specific input has been received from students or instructors.
 - g. The Year IV class is advised to meet as a whole every eight weeks.
 - h. The Year IV STEP Committee will use this time to address issues from rotations completed during the previous eight weeks. These will be fed back to the appropriate instructors by the chairperson of the committee as a means of trying to improve future rotations.
 - i. ii. The Year IV STEP Committee will serve in an advisory capacity for
 - ii. the other STEP Committees.
 - i. Chairpersons
 - i. In most cases the chairpersons will be responsible for communicating results of STEP Committee deliberations to students and instructors.
 - ii. Chairpersons will call STEP Committee meetings and preside over them.
 - iii. The Year III chairperson will call and arrange STEP Committee meetings where the committees of all four years need to attend.
 - iv. The chairpersons (and possibly other members) may be invited to attend some of the Teachers and Examiners committee meetings for their respective years.

9. Indigenous Students' Representative Committee

- a. Members of this committee: the WCVSA Indigenous Students' Representative (ISR) and the ISRs from each class executive.
 - i. ISRs may be Indigenous or ally students
- b. The committee shall organize cultural revitalization programming at the WCVM.
- c. The committee shall provide the WCVSA ISR with assistance in his/her responsibilities, as necessary.

By-Law VI – Affiliated Organizations

- a. The WCVSA shall be affiliated as a student chapter of the CVMA.
- b. Liaison shall be connected with the Provincial Veterinary Associations of the Western Provinces.

By-Law VII – Awards

1. **WCVSA Pre-Clinical Professor of the Year Award**
 - a. Chosen as recognition of teaching excellence from among the full and part-time faculty teaching the basic sciences or other pre-clinical courses.
 - b. Chosen by a majority vote of the first year class in the spring of each year, the award being presented at the Fall Awards Banquet.
 - c. The President of the WCVSA is to ensure that the recipient receives a commemorative gift.
 - d. One person shall not receive this award in two consecutive years.
2. **Stan Olson Clinical Teacher of the Year Award**
 - a. Chosen as recognition of teaching excellence from among the full and part-time faculty teaching clinical courses.
 - b. Chosen by a majority vote of the fourth year class at least six weeks before the Graduation Banquet.
 - c. The plaque is to be inscribed or engraved to include the name with degrees, the nature of the award, and the year awarded.
 - d. The WCVM Dean's Office is to ensure that the recipient receives a commemorative gift.
 - e. One person shall not receive this award in two consecutive years.
3. **Honorary President Award**
 - a. Shall be chosen from the WCVM staff, excluding faculty. Shall be chosen by student ballots that are then passed onto the WCVSA where the final decision is made.
 - b. The President of the WCVSA is to ensure that the recipient receives a commemorative gift.
 - c. One person shall not receive this award in two consecutive years.

4. Students of the CVMA Professor of the Year Award

- a. Chosen as recognition of the professor who inspired students the most by his/her approach to the subject, teaching methods, interest, enthusiasm S/he and instructional ability.
- b. Chosen by a majority vote of the second year class in the spring of each year. The award is presented at the Fall Awards Banquet by an SCVMA representative.
- c. Eligible professors are those who give a minimum of three hours of instruction, and have not received the award for the previous two years.
- d. The SCVMA representative will see to it that the recipient's name is engraved on the plaque and that the recipient of the award also receives a commemorative gift.

5. WCVSA Volunteer Awards

- a. Three awards of \$500.00 for one student in each of the first, second, and third year classes for participation in volunteer activities in the animal field in the WCVM that demonstrated interest in animal welfare, fostering the companion/animal bond, humane treatment of animals and animal rescue.
- b. Classmates will nominate and vote on recipients in the Spring of each year, and the WCVSA President will present the awards at the Fall Awards Banquet.
- c. The WCVM Awards Committee will make the final selections.

By-Law VIII – Delegates

1. All delegates of the WCVSA who receive financial assistance from the WCVSA to attend conventions, conferences, etc., shall submit a written report to the Executive within one month of their return.

By-Law IX – Amendments

1. Proposed amendments to the Bylaws must be posted at least two weeks before the general meeting at which they are to be read and voted upon. Amendments to the Bylaws must secure a two-thirds (2/3) majority at a General Meeting before coming into effect.
2. Article Amendments:
 - a. Proposed amendments must be posted at least 2 weeks before a General meeting.
 - b. Amendments must secure a two-thirds majority at a general meeting.
 - c. The CVMA must approve all amendments before they become effective.

By-Law X – Vetavision

1. Vetavision is an open house presented at WCVM by the students, and shall be held once every three years.
2. The spirit and goal of Vetavision is to promote a positive public attitude towards the WCVM and the veterinary profession, through educational presentations and through personal contact with veterinary students. However, this is subject to the interpretation of the ever-changing student body.
3. Vetavision monies and accounts shall be separate from all other WCVSA monies and accounts.
4. Co-chairs and treasurer shall manage the accounts, once they are elected, in preparation of the next Vetavision. During non-Vetavision years, the monies shall be managed by the first year class Vetavision representatives of the previous Vetavision.
5. In any non-Vetavision year, those individuals having signature for Vetavision monies and accounts shall report annually on the status of those monies and accounts to the WCVSA executive.
6. Expenditure of monies from Vetavision accounts not specifically for Vetavision shall be made only for purposes in keeping with the spirit and goals of Vetavision.
7. A proposal for expenditure of monies from Vetavision accounts for purposes other than Vetavision must take the form of a motion made at a General Meeting as per Article VI.
8. In the event that Vetavision or similar activities are permanently discontinued, the balance of all Vetavision accounts shall be dispersed in a manner consistent with the spirit and goals of Vetavision as decided at a General Meeting as per Article VI.

By-Law XI – Symposium

1. Symposium is a student orientated and student managed open house held every year at one of the five Canadian veterinary colleges.
2. Symposium events will include seminars, sports, academic challenges, tours, banquets and social events.
3. Symposium monies and accounts at the WCVM are the responsibility of the External Vice Presidents and are not affiliated with the WCVSA accounts or the other veterinary colleges or their Symposium accounts.
 - a. Surplus Symposium monies shall be utilized at the discretion of the External Vice Presidents, such expenditures may include, but are not limited to:
 - i. Offsetting WCVM students travel to Symposium hosted at other veterinary colleges
 - ii. Offsetting WCVM students travel to conferences, such as but not limited to, the annual CVMA Convention or the AVMA Convention

- b. There should at all times be a reserve of monies retained in the Symposium account to offset Fixed Expenses for the *next* Symposium to be hosted at the WCVM. These fixed expenditures can be estimated from the SCVMA Student Manual annually distributed to the External Vice Presidents, and are annually estimated between \$10,000 and \$20,000.
 - c. The incoming Junior External Vice President shall be added to the signing authority of the Symposium account at the start of their term, at which time the outgoing Senior External Vice President shall be removed.
 4. The Senior External Vice President is responsible for organization and fundraising for Symposium when it is held at the WCVM.
 5. The Senior External Vice President is responsible for organizing transportation and fundraising for WCVM students attending Symposium in years it is held at veterinary colleges other than the WCVM.
 6. The Junior External Vice President will aid the Senior External Vice President in all organizational affairs related to Symposium.