

National Student Veterinary Emergency & Critical Care Society (NSVECCS)

Constitution

Mission: To provide our members with opportunities to advance their knowledge in medicine and surgery relating to the Emergency and Critical Care specialty. Emphasis will be placed on the importance of interdisciplinary approaches, team work, and communication to members of the community and professional within veterinary medicine. Information regarding opportunities for externships, internships, careers, etcetera will be shared with our members as soon as we receive them.

Article I – Organization

Section I: Name

This organization will hereafter be known as the National Student Veterinary Emergency and Critical Care Society; hereinafter referred to as “NSVECCS.”

Section II: Incorporation

NSVECCS is a nonprofit organization operated under the guidance of the Veterinary Emergency and Critical Care Society; hereinafter referred to as “VECCS.” VECCS is incorporated under the laws of the State of Texas as a nonprofit 501(C)(3) corporation. All student chapters of the Student Veterinary Emergency and Critical Care Society and non-National Board related information will be hereafter referred to as “SVECCS.”

Section III: Structure

This organization will be a sub-organization of VECCS and will adhere at all times to the guidelines set forth by that organization. NSVECCS will exist as a liaison and parent organization for the individual student chapters established at the various Colleges and Schools of Veterinary Medicine (CVM/SVM).

Section IV: Logo

NSVECCS will have as its logo the one displayed above. The symbol shall possess a veterinary caduceus and shall bear the words “Student Veterinary Emergency and Critical Care Society.”

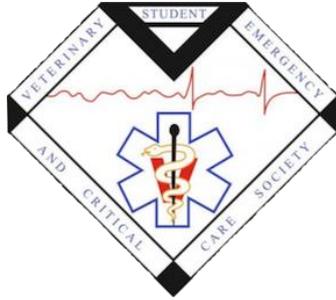
Section V: Communication

Communication to all SVECCS members will occur via NSVECCS board member email list-serve and Facebook page to serve as an opportunity for communication between general members and the National Board as well as communication between members. Communication amongst specific members, chapter presidents, and schools will be through email. The NSVECCS Facebook page will serve as a place for members around the world to gather, socialize, and participate in various updates, challenges, discussions, etcetera.

Article II – Purpose

The purpose of this organization will be the advancement of knowledge to veterinary medical and technology students, and the promotion of the Emergency and Critical Care (ECC) specialty, both for awareness of the members and in the community. To this end NSVECCS will function in the following capacities.

- 1) Dissemination of information about the functioning of VECCS to its membership, particularly in regards to policy changes, activities, symposiums, etcetera. To this end, a newsletter (“Vital Signs”) will be published biannually (Spring and Fall) and distributed to all student members.
- 2) Dissemination of information about the various student chapters for the purposed of information VECCS and all the SVECCS of activities therein, and for the chapters to garner information and enthusiasm from the activities of others. This will also be included in the biannual newsletter.
- 3) Provide the elected officers of VECCS with a yearly report detailing the activities and finances of NSVECCS.
- 4) Encourage the inclusion of ECC topics in the curriculum for those CVMs/SVMs having student chapters.
- 5) To promote and coordinate potential externships and preceptorships in order to facilitate these opportunities for SVECCS members in their individual chapters. Encourage the pursuit of internships or residencies in ECC by the SVECCS members.
- 6) To encourage the members to pursue activities related to ECC, such that the members are able to gain exposure and experience in this important topic prior to graduation.



National Student Veterinary Emergency & Critical Care Society (NSVECCS)

Bylaws

Article I – Membership

Section I: Individual School Chapters

Individual school chapters shall be approved by the unanimous decision of the NSVECCS Board of Directors. Any activity carried out by a SVECCS chapter that is in variance with the bylaws of VECCS or the NSVECCS will jeopardize the membership of that chapter. To be considered as a chapter in good standing, an individual chapter must meet the qualification requirements in Article VII.

Section II: Members

Members in the NSVECCS will be those members in good standing with their respective SVECCS chapter. Members will be required to follow the bylaws of the VECCS, NSVECCS, and their respective SVECCS chapter in order to be considered in good standing with NSVECCS. To qualify for any awards or promotions sponsored by VECCS or NSVECCS, members must be in good standing with their respective SVECCS chapter and that same chapter must be in good standing with NSVECCS and VECCS.

Article II – Dues

Section I: Individual Member Dues

Individual members must pay dues for the respective SVECCS chapter at the discretion of that chapter and its current officers.

Sections II: SVECCS Chapter Dues

Individual SVECCS chapters do not pay dues to be in good standing with NSVECCS.

Article III – Officers

Section I: Elected Officers

The elected officers of NSVECCS will consist of a President, a Vice President (also known as the President-elect), a Secretary, a Communications Director, a Webmaster, and an Educational Director. Elections will be carried out by electronic ballot. Students in good standing with their respective SVECCS chapter are eligible for applying. Voting will take place once all identifying information has been removed from each application to ensure fairness. Voting will be carried out by the outgoing NSVECCS officers and is decided by the majority. In the event of a tie, Donna Sullivan or the President of VECCS will be the tiebreaker. Students that get elected into office must remain in good standing with their respective SVECCS chapter in order to maintain their current position throughout the term.

Section II: Term of Office and Nominations

Term of office for all elected officers will be one calendar year, starting and ending officially in August. Officers will assume their elected position starting in September at the International Veterinary Emergency and Critical Care Society (“IVECCS”) conference and then the following year at IVECCS.

Section III: Vacancies

Any vacancy left when an officer is unable to complete their term of office will be filled by the sole decision of the President. In the event that the office of the President is left vacant, the Vice President shall assume that office and shall appoint a new Vice President for the remainder of the current term.

Section IV: Scheduling Elections

Students in good standing with their respective SVECCS chapters that wish to run for a position on the NSVECCS Board must submit their application for their desired position to the current Vice President no later than the 15th of April each year. The President will announce the results to those nominated and to the individual chapters by electronic mail within three (3) business days of receiving the results.

Section V: New Positions

If the current NSVECCS Board unanimously vote to create a new officer position to improve outreach and/or efficiency, a formal proposal must be drafted and sent to Donna Sullivan and the current President of VECCS for approval. The position will not be created if approval from Donna Sullivan and/or the current President of VECCS is not granted. The position will be created if both Donna Sullivan and the current President of VECCS approve the proposal.

Article IV – Duties of the Officers

Section I: President

The President shall serve in the capacity of administrator of NSVECCS, subject to the policies and bylaws of the organization. They shall serve as spokes-person for the organization, to VECCS, sponsors, and to the general public. They shall also conduct meetings of the NSVECCS officers to discuss policy change, ideas, concerns, questions, and shall carry out all other responsibilities by the office. The President will appoint and direct ad hoc committees as necessary for specific projects. It is the duty of the President to oversee the activities and communications of the officers.

Section II: Vice President (President-Elect)

The Vice President shall carry out those duties necessary to assist the President, and shall fulfill the temporary office of President in the event that the elected President is temporarily or permanently unable to conduct their position. It is their duty to oversee the activities and communications of the student chapters and create, distribute, and collect data from the NSVECCS survey. The Vice President will also obtain applications for the annual National officer election. They shall also maintain and coordinate the externship database and all associated correspondence.

Section III: Secretary

The Secretary shall assist in the communications with the chapter officers and direct all inquiries to the correct National board officers. They shall be responsible for ensuring the officers and advisor(s) of each respective chapter have correctly updated their board member list each semester. The updated roster will then be saved in the corresponding Google Drive folder for each calendar year. They will also be responsible for preparing, recording, editing, and distributing all meeting minutes. Additionally, it is the Secretary's responsibility they upload to each set of meeting minutes within three (3) business days following the meeting. If they are unable to attend the meeting, this responsibility will fall on the Vice President. In the event that both officers cannot attend the meeting, the President will appoint an officer this duty.

Section IV: Communications Director (CD)

The Communications Director will share responsibility for maintaining communication on the official NSVECCS Facebook page with the Webmaster. The CD will also have a portion of the list of school chapters for communicating with as information needs dissemination. Additionally, it will be the CD's responsibility to ensure that the assigned schools keep up with their active status, or alert the President if they need to be flagged for probation and unable to receive chapter benefits. They will also be assigned the organization and editing of the biannual newsletters (Fall and Spring). Additionally, the Communications Director will be responsible for contacting chapters for submissions for Vital Signs; in conjunction, they will be responsible for maintaining the current and previous editions/publications in the Google Drive. The CD has full creative and artistic

freedom for the Vital Signs publications, but the final draft must be approved by the other officers and the advisor. The CD will then be responsible for emailing a PDF copy to the officers to ensure each board member can disseminate the newsletter to each chapter and their respective advisor(s).

Section V: Webmaster

The Webmaster will share responsibility for maintaining communication on the official NSVECCS Facebook page with the Communications Director. The Webmaster is charged with maintaining the NSVECCS website (www.sveccs.org) and updating at least once a semester (Fall/Spring). They will be required to collect all the accurate information required to keep the membership as well as the general public informed. Changes to the website will be designated by the current President; however the Webmaster has free creative and artistic domain over the website. If links are used in the website, the Webmaster is responsible for checking periodically each link is still functional and not broken.

Section VI: Education Director (ED)

The Education Director is responsible for coordinating grants (Education, CPR, etc.) and all communications involved in the process such as: sending the email templates to fellow board members, Facebook advertisement and reminders, organizing a unanimous decision, notifying the board of the winner, and notifying the winning chapter. They must be involved with ensuring the check is sent to the correct school in a timely manner, within thirty (30) business days. The ED is mainly responsible for organizing speakers for a live webinar each month via Veterinary Information Network (VIN.com), Zoom, or other platforms. The ED will be responsible for webinar advertising, scheduling of posts, gaining permission to record and upload the recordings (via YouTube) and sharing the link where appropriate. The ED will also be responsible for publicizing educational information related to ECC on the NSVECCS Facebook page as well as help manage the page.

Section V: All Positions

Each position is not limited to the responsibilities listed above and may be asked to take on additional responsibilities for the betterment of the board and NSVECCS. Each officer is responsible for updating the biannual contact information for the specifically assigned schools within five (5) business days of receiving the updated information.

Article V – Board of Directors

Section I: Duties and Responsibilities

The Board of Directors shall be responsible for carrying out the business of NSVECCS. To this end, the Board shall function in the following capacities:

- 1) Directing the policies and management of NSVECCS.
- 2) Providing guidance to the various committees, SVECCS chapters, and individual members as possible.
- 3) Determining the time, place, and content of meetings.
- 4) Managing the financial aspects of NSVECCS.
- 5) Voting and producing decisions upon the recommendations of the various committees.
- 6) Coordinating and working with the VECCS office as necessary to promote VECCS, NSVECCS, SVECCS, and IVECCS.

Section II: Composition

The Board of Directors shall consist of the elected officers as mentioned above, the NSVECCS advisor, and the immediate past-President.

Section III: Meetings

A meeting will be scheduled and held once a month with at least the current officers, and ideally with the remainder of the Board of Directors. Various meetings are to be scheduled and held as necessary with at least twenty-four (24) hours' notice.

The Board will meet by conference call at least once per quarter, along with the introduction meeting held at the annual IVECCS conference.

Article VI – Benefits

Section I: IVECCS

Each new student elected for the NSVECCS Board of Directors, and at a minimum, the immediate past-President shall be invited to attend IVECCS each year to plan and prioritize objectives for the organization of that year.

Section II: JVECC

The student Board of Directors shall also receive a complimentary yearly subscription to the *Journal of Veterinary Emergency and Critical Care* (“JVECC”).

Article VII – Chapter Requirements

Section I: Status of the Chapters

The following sections are stated as requirements for all SVECCS chapters regardless of their country of origin. A chapter is deemed “Active” or “In Good Standing” if and when they are in accordance with the following sections.

Any chapter and all chapters that fail to provide the required information in a timely manner (or by the stated deadline) will be put into “Probationary” status for one year. During that year the chapter may fulfill the requirements and become “Active” once again. If the chapter does not fulfill their requirements during their probationary year, they will be deemed “INACTIVE” and will not receive any benefits from NSVECCS. See Article VIII – Chapter Benefits for more information.

Section II: Chapter Officer Changes

Each chapter is required to submit an updated Chapter information via electronic mail or through Facebook to the NSVECCS Secretary within fourteen (14) days of their elections. Failure to do so may result in their chapter being placed in the “Inactive” status, and thereby, not eligible for any award or programs sponsored by VECCS.

Section III: Biannual National Newsletter (“Vital Signs”)

Each chapter is required to submit *at least one* contribution to Vital Signs each year. This can be done in the Fall or the Spring semester, and ideally should be sent to the NSVECCS Communications Director. It can be from members of the respective chapter or officers and should be related to VECCS, IVECCS, NSVECCS, or their own SVECCS. Topics may include, but are not limited to: fundraising events, wet labs, rounds/talks/lectures, special topics in ECC, externships, internships, residencies, or chapter business and marketing. Deadlines for submission in either Fall or Spring will vary slightly from year to year, but the most up to date information will be sent by each NSVECCS representative to the schools under their jurisdiction.

Section IV: Updated Constitutions

Each chapter must provide an updated copy of their Constitution at least once a calendar year to remain on file at the discretion of the executive board. All copies should be electronically submitted to the current National Secretary. A reply email for confirmation must be submitted by the NSVECCS Secretary to the sender. If a sender does not receive a reply correspondence within *fourteen (14)* business days, they should contact the current National President. This document must be emailed by the end of the school year; deadlines will vary slightly from year to year, but the most up to date information will be sent by each NSVECCS representative to the schools under their jurisdiction.

Section V: Updated Member Lists

Each chapter must provide an updated list of their members at least twice per calendar year (Fall/Spring). The roster should be sent to the National Secretary in the Fall and Spring semester (October for the Fall and March for the Spring). A reply email for confirmation must be submitted by the NSVECCS Secretary to the sender. If a sender

does not receive a reply correspondence within *fourteen (14)* business days, they should contact the current National President. Deadlines will vary slightly from year to year, but all chapters will be given the most up to date information via email from their NSVECCS representative each semester.

Section V: Updated Advisor Information

Each chapter must provide an updated contact information (full name and email) for their advisor at least twice a year, which is due with each semester's member list, and any time there is a change or addition of an advisor. This should be sent to the National Secretary. A reply email for confirmation must be submitted by the NSVECCS Secretary to the sender. If a sender does not receive a reply correspondence within *fourteen (14)* business days, they should contact the current National President.

Article VIII: Active Chapter Benefits

Chapters that are considered "Active" will be able to apply for, and receive, the following:

- ✓ A stipend for travelling to IVECCS from VECCS. The amount is discretionary to the VECCS Board.
- ✓ Biannual education grants.
- ✓ CPR Grant(s). The amount is discretionary to the NSVECCS Board.
- ✓ Electronic JVECC subscription.
- ✓ Monthly free webinars.

Article IX: Probationary Status

Section I: What is "Probation" and when does this occur?

Probationary status refers to a chapter that may have turned in all their requirements for the academic year, but failed to do so within the allotted time. For example, if Chapter X submits everything on November 1st, but the deadline was October 31st, they are on probation. This includes chapters that have turned in partial requirements and submit the remainder after the deadline. For example, Chapter Z submits everything except update contact information. Each chapter must be informed of their current status (active or probation) once our Excel sheet has been finalized and Donna has been informed and what it means (see next sections).

Section II: What does this mean for schools that fall under this category?

Probationary status means that the specific chapter may not apply for any grants that we offer for that academic year. If they do apply, their application will be removed and they will be

informed why that was. However, chapters will be eligible for the Cross-Over award, so their 4th year students don't miss an excellent opportunity for something that was not their fault.

Section III: How does a chapter become active again?

Chapters that are on probationary status will become active if they submit the requirements on time for the next academic year. They will remain on probation until that following year. For example, if they were on probation for 2020, they will remain so until requirements are due (and they submit them before the deadline) for 2021.

Article X: Amendments to the Constitution

Section I: When

Amendments to the NSVECCS Constitution and Bylaws can be made at any time by the President and Vice President.

Section II: Voting and Ratification

Amended Constitutions and Bylaws must be voted for in favor by at least 2/3 of the current elected NSVECCS Board of Directors. A minimum thirty (30) day notice of the proposed changes and acceptance of comments for consideration prior to voting on the proposed amendments by the "Active" SVECCS chapters. Once the vote has been passed to amend either the Constitution or Bylaws, each officer must e-sign at the end of this document in order to ratify the amended version. An updated version must be electronically mailed and posted to the NSVECCS Facebook page within seven (7) days of ratification.



President – Matthew Crawford-Jennings



Vice President/President-Elect – Billie Ciotti



Secretary – Samantha Eisner



Education Director – Ashley Genetti



Communications Director – Samantha Tierney



Webmaster – Isabelle Kendall

Revised 9/2014, 1/2018, 7/2020, 3/2021.

Date of Ratification: 9/21/2020.