

# Glasgow University Veterinary Medical Association



## Constitution

Fully ratified on 9<sup>th</sup> November 2022

### ARTICLE I

#### **Name, Objectives, Activities, and Colours**

##### **SECTION ONE. Name.**

This association of the students at the University of Glasgow shall be known as the Glasgow University Veterinary Medical Association, hereafter referred to as GUVMA.

##### **SECTION TWO. Objectives.**

The objectives of GUVMA shall be as follows.

- (A) To co-ordinate the activities of GUVMA members and GUVMA affiliated organizations at the University of Glasgow.
- (B) To represent the interests of students in order to improve vet school facilities and enhance the vet school experience.
- (C) To support student initiatives and organizations across campus and promote a vibrant and inclusive vet school community.
- (D) To sponsor membership of the Association of Veterinary Students (AVS) and the International Veterinary Students Association (IVSA).

### **SECTION THREE. Activities**

GUVMA shall achieve previously mentioned objectives as follows.

- (A) Hosting GUVMA Committee Meetings where all affiliated organizations can have their voice heard and work together to improve student experience at the Vet School.
- (B) Establish communication with staff that improves use of resources and attend regular Staff Student Liaison Committee meetings.
- (C) Build a committee that hears from a diversity of the population and constantly seeks to improve representation. Having a committee member specifically assigned to monitor GUVMA diversity and inclusion and ensure this need is being met.

### **SECTION FOUR. Colours.**

The colours of GUVMA shall be black and gold. Where appropriate, the GUVMA crest shall be included.

## **ARTICLE II**

### **Membership**

#### **SECTION ONE. Membership.**

- (A) Full membership in GUVMA shall be available to all registered students of the University of Glasgow only.
- (B) Non-students, such as members of the teaching staff and Clinical Scholars who are not already GUVMA members, may join as Associate members
- (C) Membership fees are payable as a one-time, life-long membership fee. This amount shall be set by the GUVMA Executive Committee (Article III, Section 1) and approved at the Annual General Meeting (Article IV Section 2). Part of the fee shall be used to pay for membership in the Association for Veterinary Students (AVS), the amount of which shall be determined by the respective body.
- (D) GUVMA shall be under the control of membership.

#### **SECTION TWO. Benefits of Membership.**

- (A) **Individual Benefits.** Membership in GUVMA is required for any veterinary or veterinary bioscience student to receive discounts on entry fees at GUVMA events and to be eligible to run for a position as a GUVMA officer or executive committee member. Membership will be denoted by a unique ID number assigned after purchasing membership. GUVMA members can also verify membership by a GUVMA sticker adhered to their student card.
- (B) **GUVMA Give Back.** Incoming numbers of BVMS One students will be noted for GUVMA membership. The percentage of the year that becomes GUVMA members shall be totaled. The

GUVMA Give Back will be a percentage of new membership sales that will go to the BVMS one year fund. The total shall be £200 (the executive committee will revise the 'Give Back' amount when necessary), to receive the full amount 80% of the year group must have become GUVMA members. If it is less than 80% then the current percent of members will be the percent of £200 to be given. This will be completed in the first two months of a new academic year.

- (C) **Group Benefits.** The budget will aim to reserve an amount decided upon by the executive committee budget meeting each year to fund the BioScience Executive Officer to hold BioScience exclusive events throughout the academic year. BVMS year groups can apply for sponsorship throughout the year, the amount given is dependent on the year group's GUVMA membership percentage. Any year group with less than 80% will be given an amount proportional to their GUVMA membership percentage.

### **SECTION Three. Inappropriate behaviour.**

- (A) **Zero Tolerance.** This policy aligns with other main campus bodies (QMU, GUU, SRC and GUSA) on the position of zero tolerance in any form of the following behaviours.

At any and all GUVMA events, GUVMA will not tolerate any of the following:

- Unwanted sexual comments, including comments on an individual's body or private life
- Comments deemed as racist, religious discrimination, sexist, homophobic, xenophobic, transphobic and disablist
- Unwelcome sexual invitations, innuendos (sexual suggestions), and offensive gestures
- Wolf whistling, catcalling, or offensive sexual noises
- Groping, pinching or smacking someone's body
- Moving or grabbing someone's clothes without consent
- Exposure of sexual organs
- Producing, capturing or sharing images which breach someone else's privacy
- Any conduct which intimidates, degrades, humiliates or violates an individuals' dignity

If any person is found to violate this policy whilst on the GUVMA committee or at a GUVMA event, they will have their GUVMA membership revoked, be permanently banned from GUVMA and all GUVMA events, be reported to the university senate and to the QMU, GUU, SRC and GUSA. This campus wide approach aims to remove the opportunity for an individual to reoffend.

This only applies to GUVMA associated events, and not for our affiliated clubs.

- (B) **Disciplinary Action Plan.** If an individual displays antisocial behaviour at a GUVMA event or activity which is witnessed by or reported to the Executive committee, there will be three possible outcomes of increasing severity. The penalty for the antisocial behaviour displayed is at the discretion of the Executive Committee and the final decision lies with the Junior & Senior Presidents.

Outcome 1 - A formal written warning about appropriate behaviour at GUVMA events and activities.

Outcome 2 - A suspension from attending any GUVMA event or activity for 3 months of term time.

Outcome 3 - A ban from all GUVMA events and activities and surrender of GUVMA membership.

Antisocial behaviours include but are not limited to - shouting and swearing at or provoking of another individual, verbal abuse aimed at causing distress or fear, bullying, harassment, intimidation, threatening behaviour, physical abuse such as punching, pushing and/or shoving, property damage, graffiti and vandalism. For behaviours surrounding sexual assault and discrimination, see the Zero Tolerance Policy.

If an individual's behaviour at a GUVMA event must be reported to the police/university/any other higher body, and ultimately requires an investigation, the individual will be suspended from all GUVMA events and activities until the conclusion of the investigation. Following this, future decisions will be made pending the outcome of said investigation. The GUVMA Executive Committee has the right to ban an individual if it is deemed necessary based on the outcome.

The above disciplinary action plan does not apply to club events. Clubs must risk assess their own events.

## **ARTICLE III**

### **GUVMA Committee**

#### **SECTION ONE. Names.**

GUVMA business shall be conducted by an elected committee, composed of the Executive Committee, Officers, Year Representatives, Council, and Ambassadors.

The Executive Committee will be comprised of one Senior President, one Junior President, one Secretary, one Treasurer, one Treasurer Elect, one Public Relations Representative, one Information Technology Representative, two Social Representatives, and one BioScience Representative.

The Executive Committee will be supported by Officers, as follows:

two AVS Officers, three Big Vet Wee Vet Officers, one Diversity and Inclusion Officer, one Food Officer, one Rodeo Officer, one Shop Officer, two Sports Officers, one Student Representative Council (SRC) Officer, one Welfare Officer.

The Executive Committee will be supported by Year Representatives as follows: Two representatives from each Bachelor of Veterinary Medicine and Surgery (BVMS) program year and one representative from each Veterinary Biosciences (BSc) Programme Year.

In addition, the Committee will consist of a Council with two representatives from each of the following organizations:

Avian Medicine Club, Clinical Club, Canadian Veterinary Medical Association (CVMA), Student Veterinary Emergency and Critical Care Society (SVECCS), Glasgow Academic Student Peer Support (GASPS), Glasgow Ecological and Conservation Health Organisation (GECHO), Glasgow Equine Veterinary Society (GEVS), Glasgow Farm Animal Veterinary Society (GFAVS), Glasgow University One Health Society (GUOHS), Glasgow University Veterinary Business Association (GUVBA), Glasgow University Veterinary Behaviour Society (GUVBS), Glasgow University Veterinary Zoological Society (GUVZS), Glasgow Veterinary Evidence-Based Medicine Society

(VetGEMS), Glasgow Veterinary Lesbian Gay Bisexual Transgender (Glasgow Vet LGBT+) Society, Glasgow Vets Knitting Club, Glasgow Vets Weightlifting Club, Humane Society Veterinary Medical Association (HSVMA), International Veterinary Students' Association (IVSA) Glasgow, Pathology Club, Peer Wellbeing Support, Student American Veterinary Medical Association (SAVMA), Students for Animals in Need (SAIN), Trusty Paws, Veterinary Christian Fellowship (VCF), Women's Veterinary Leadership Development Initiative (WVLDI).

The Committee will also consist of Ambassadors, as follows:

Two Banfield Pet Hospital Ambassadors, Two BorrowMyDoggie Ambassadors, one British Small Animal Veterinary Association (BSAVA) Ambassador, one Hills Ambassador, one IVC Evidencia Ambassador, one Medical Detection Dogs Ambassador, one Medivet Ambassador, one Royal Canin Ambassador, one Society for Veterinary Medical Ethics (SVME) Ambassador, one Veterinary Emergency Group Ambassador, one Veterinary Public Health Association (VPHA) Ambassador, one VetCT Ambassador, one VetStrategy Ambassador.

## **SECTION TWO. Committee Member Duties.**

The GUVMA Committee members shall abide by the duties set forth in this document.

- (A) **Senior President.** The position of Senior President shall be occupied by the previous year's Junior President. In the event that an election must be held for Senior President (ex, the Junior president does not wish to step into the role of Senior president), the person running for Senior president must have been on the GUVMA Committee for at least one year and be entering fourth or final year. The Senior President shall preside at all GUVMA meetings, guide the conduct of the affairs of GUVMA, enable committee members to perform their individual roles to their fullest, and act as a student liaison to staff. The attendance by either the Senior President or Junior President is expected at meetings which require representation of the student body, specifically but not limited to: Student Learning & Teaching (SL&T) Committee, Student Staff Liaison Committee (SSLC). The Senior President will oversee the organization of Freshers Fayre with the assistance of the Junior President.
- (B) **Junior President.** The Junior President shall have been on the GUVMA Committee or on the committee of any GUVMA affiliated organization for at least one year, and be entering third or fourth year. The Junior President will be responsible for communication and representation at a student level, including organization of Feel Good February in conjunction with the Welfare Officer. Both the Senior President and Junior President are expected to attend meetings jointly in all capacities wherever possible. In the absence or incapacity of the Senior President, the Junior President shall perform the duties of the Senior President.
- (C) **Secretary.** The Secretary shall keep a true record of the business of all Council and General Meetings, distribute them to GUVMA members, and make them available to any School of Veterinary Medicine student. They shall maintain correspondence with the GUVMA Committee and the veterinary student body. A yearly calendar will be maintained by the Secretary. They will be expected to generate a weekly email with up-to-date school events and announcements. They will work with the committee to create the GUVMA gazette to distribute to incoming BVMS first years. They will also work jointly with the Treasurer and IT rep to keep an accurate and up-to-date GUVMA Membership list. Finally, they will be responsible for maintaining all GUVMA affiliations (eg. SRC, AVS, etc).
- (D) **Treasurer.** The Treasurer shall operate the bank accounts and maintain the GUVMA

Financial Workbook. The Treasurer shall update the committee on GUVMA funds at regular intervals throughout the year. At the GUVMA Annual General Meeting (AGM), the Treasurer will be expected to update the GUVMA Committee with a financial report consisting of a summary of all outgoing and incoming transactions up to that point in time. The Treasurer will oversee the organization and distribution of bursaries and loans. The treasurer should maintain an organized record of all receipts and invoices relevant to GUVMA activities. They will also be available to provide financial guidance to GUVMA affiliated organizations. The financial year shall end on the thirty-first day of May each year.

- (E) **Treasurer Elect.** The Treasurer Elect shall assist the Treasurer with operation of the bank accounts and with maintaining the Financial Workbooks. The Treasurer Elect is expected to assist the Treasurer with all responsibilities, and should be prepared to step in should the Treasurer need.
- (F) **Public Relations Representative.** The PR Representative shall be responsible for advertising any and all functions for which the GUVMA Committee sees fit. They shall maintain the social media accounts designated for GUVMA use.
- (G) **Information Technology Representative.** The IT representative shall be responsible for updating and maintaining the GUVMA website, generating and monitoring online sales, and providing technical assistance as needed.
- (H) **Social Representatives.** The Social Representatives shall be responsible for encouraging interaction between GUVMA members by planning social events throughout the year. The annual Freshers Forum, Freshers BBQ, and Vet Ball shall fall under the purview of the Social Representatives. They will also perform an advisory role for other GUVMA affiliated events, such as Welcome Back Parties, Halloween, Mr. Vet School, etc.
- (I) **BioScience Representative.** The BSc Representative will represent the voice of bioscience students on the executive committee. They will oversee organization of the BSc year representatives and social representatives, as well as Big Biovet Wee Biovet. They will also be responsible for allocation of Bioscience funding from GUVMA.
- (J) **AVS Officer.** The AVS Officer will work with national AVS body in whatever ways they see fit. Decisions, events, and important updates from the national AVS body should be disseminated to GUVMA and the University of Glasgow by the AVS Representative. They are also expected to attend all major national AVS meeting and report happening back to GUVMA.
- (K) **Big Vet Wee Vet Officers.** These officers are responsible for organizing the BVWV applications and allocations. They facilitate meetings between big vets and wee vets and plan socials to this end. They also play a large role in induction and organizing the beginnings of first year Facebook pages and getting everyone added.
- (L) **Diversity and Inclusion Officer.** The D&I officer shall be selected by the Diversity and Inclusion Committee. They shall be charged with advising on diversity and inclusion concerns within GUVMA and the greater student body. They will also raise student concerns to faculty as necessary.
- (M) **Food Officer.** The Food Officer shall represent students interests in food services on campus, accomplished in part by liaising with the Barn manager. They will also be responsible for organizing the Bake Sale calendar and keeping it up-to-date.
- (N) **Rodeo Officer.** The Rodeo Officer shall coordinate the planning and execution of the Annual GUVMA Rodeo.
- (O) **Shop Officer.** The Shop Officer are responsible for the daily care and maintenance of the shop, and the ordering of all stock. Flexible opening hours for the shop should be maintained and noted. In the absence of an elected Shop Manager, the maintenance of the Shop will fall

to the GUVMA Executive Committee.

- (P) **Sports Officers.** The Sports Officers are responsible for representing all GUVMA Sports Teams on the GUVMA Committee. They are expected to maintain regular correspondence with all sports team captains and be a source of advice and guidance. They are also responsible, in conjunction with the Royal Dick Veterinary College representatives, for organizing the annual Dick Day competition. Sports reps will work in conjunction with the Treasurer to organize and award Sports Bursaries for each team. They should also insure a smooth annual handover of sporting equipment and kit.
- (Q) **SRC Officer.** The SRC Officer shall represent GUVMA on the SRC Council, as well as representing and reporting the events of the SRC to the GUVMA Council.
- (R) **Welfare Officer.** The Welfare Officer shall be charged with advising on welfare concerns at GUVMA Council Meetings, as well as promoting welfare within the School of Veterinary Medicine as they and the Council see fit, including but not limited to assisting in the organization of Feel Good February.
- (S) **BVMS and BSc Year Representatives.** Year Representatives shall report concerns of their year to the GUVMA Council. They shall act on behalf of their year to plan and execute one GUVMA event every academic year as well as one event for Feel Good February. They are also expected to coordinate and communicate with staff as needed on behalf of their year group.
- (T) **GUVMA Council.** GUVMA Council Members, being elected officials, are expected to express the needs of the populations they represent to the entire Committee. They are charged with advocating on behalf of their organization, as well as for student body needs. Collectively, the council comprises the voice of the vet school, and their input is expected on issues that affect the population. Council members are required to be in good standing, as laid out in Article V, Section Two (D)a. if they wish to remain GUVMA affiliated.
- (U) **GUVMA Ambassadors.** Ambassadors act to represent the organizations they are associated with. They bring opportunities to students and clubs, including, but not limited to, EMS, sponsorship, educational talks, etc. All GUVMA Ambassadors are required to be in good standing, as laid out in Article V, Section Two (D)a.

### **SECTION THREE. Nominations and Elections.**

- (A) Office bearers shall be elected by the membership at the Annual General Meetings, as described below, or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy.
- (B) All elections must be held by secret ballot.
- (C) All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.
- (D) Executive Committee
  - a. Unless otherwise stipulated, positions for members of the Executive Committee, as defined in Article III, Section One, shall be elected as stipulated here (Article III, Section Three, Subsection A).
  - b. **Positions.** The designation of Executive Committee member here refers to those positions designate as such in Article III, Section One. GUVMA Council will inform all GUVMA Members of the available positions at least two weeks prior to the start of Nominations.
  - c. **Nominations.** Nominations for seats shall occur over the period of one week during

the second academic term. Nominations shall be submitted directly to the sitting Senior President, or Junior President, as determined by the Executive Committee. Nominations may be submitted by the individual with intent to run for the seat or by another GUVMA Member. Only GUVMA Members who meet the qualifications for the position shall be considered. During the week of nominations, no campaigning shall be allowed.

- d. **Campaigning.** Campaigning shall begin once nominations are closed and shall proceed from Monday of Election Week until polls close at 5PM on Friday of Election Week. Per limitations imposed by the administration on poster distribution throughout campus, campaigning shall be performed primarily via digital communication and social media.
- e. **Elections.** Elections shall commence from 8AM on Wednesday of Election Week until 5PM on Friday of Election Week. Each GUVMA member shall be allowed a single vote for each position. If any votes are acquired outside of the specified election period, they shall not be counted in the final tally.
- f. **Results.** The election results shall be announced via social media and email to all undergraduate students on the evening of Friday of Election Week. No results should be disclosed to anyone before this point in time.

(E) Officers

- a. Unless otherwise stipulated, Officer positions, as defined in Article III, Section One, shall be elected as stipulated here (Article III, Section Three, Subsection B).
- b. **Positions.** The designation of Officer here refers to those positions designated as such in Article III, Section One. GUVMA Council will inform all GUVMA Members of the available positions at least two weeks prior to the start of Nominations.
- c. **Nominations.** Nominations for seats shall occur as in the same method as nominations for Executive Committee, as stipulated in Article III, Section Three, Subsection A(c).
- d. **Campaigning.** Campaigning for seats shall occur as in the same method as campaigns for Executive Committee, as stipulated in Article III, Section Three, Subsection A(d).
- e. **Elections.** Elections shall commence from 8AM on Wednesday of Election Week until 5PM on Friday of Election Week. Each GUVMA member shall be allowed a single vote for each position. If any votes are acquired outside of the specified election period, they shall not be counted in the final tally.
- f. **Results.** The election results shall be announced via social media and email to all undergraduate students on the evening of Friday of Election Week. No results should be disclosed to anyone before this point in time.

(F) Year Representatives

- a. **Positions.** The designation of Year Rep here refers to those positions designated as such in Article III, Section One. The current year representatives will inform their year of the available positions at least one week prior to the start of Nominations.
- b. **Nominations.** Nominations for seats will be open for one week prior to the start of campaigning.
- c. **Campaigning.** Campaigning shall begin once nominations are closed and shall proceed from the end of Nominations until polls close. Per limitations imposed by the administration on poster distribution throughout campus, campaigning shall be performed primarily via digital communication and social media, and should be limited to advertisement through the specific year group.



- d. **Elections.** Elections shall be run at the discretion of the current Year Representatives. Each member of the year group shall be allowed a single vote for each position. If any votes are acquired outside of the specified election period, they shall not be counted in the final tally.
- e. **Results.** The election results shall be announced via social media and email to all student within the year group after election conclude. No results should be disclosed to anyone before this point in time.
- f. **BioScience Representatives.** BSc Reps should be elected as previously mentioned, but elections will be held at the start of the Fall Semester of the following year. (G) Council Representatives
  - a. Positions on the GUVMA Council, as defined in Article III, Section One, shall be determined by elections, managed by the corresponding sub-committee, pursuant to their own bylaws. The Representative(s) sitting on the GUVMA Council at the time elections begin shall inform the GUVMA Executive Committee of the newly elected Representative(s) in a timely manner and invite the newly elected Representative(s) to attend the subsequent General Meeting.
  - b. **GUVMA Committee Oversight.** The GUVMA Committee shall not manage or interfere in the Elections of sub-committees. The only exceptions shall be as follows:
    - i. Approval by Executive Committee following a written request from the sub committee or a member of the organization in question
    - ii. Management or interference deemed necessary by vote of the GUVMA Committee at a Committee Meeting.
      - 1. Examples include, but are not limited to, suspicion of discrimination, bias, dishonest election processes, etc.
- (H) Ambassadors
  - a. Ambassadors will be selected by the organization they represent and are not required to be elected officials.

#### **SECTION FOUR. Terms.**

Terms for all Committee members shall be limited to one year, starting June 1st. If any Committee member wishes to succeed themselves, they may only do so via re-election by their organization's membership student body. Junior Convenors and Representatives succeed themselves as the Senior Convenors or Representatives, unless otherwise determined by an election. The exception to election requirements only applies to the Ambassadors, who are selected by their affiliated companies.

#### **SECTION FIVE. Resignations.**

Following any resignation, an election for the vacant position shall be undertaken as in Article III, Section Three.

- (A) **Personal resignations.** Any Committee Member wishing to retire from the council before the expiry of their term in office may do so at any time. They are expected to send a notice of resignation to the secretary and assist in the handover of duties to the newly elected individual, unless extraordinary circumstances prevent this. The GUVMA Committee should be informed within seven days of receiving the letter of resignation, and elections should commence promptly after the committee is informed.
- (B) **Forced resignation.** The Committee shall have the power to call for the resignation of any

Committee Member. Notice of such a motion, including the reason for proposal, shall be lodged, in writing, with the Executive Committee, and they shall be charged with notifying the individual of concern. The Executive Committee will, out of courtesy, allow the committee member the opportunity to submit a personal resignation. If the individual chooses not to resign, a forced resignation can be proposed at the following GUVMA Committee Meeting. This proposal needs to be seconded in order to be brought before the committee. In order for a vote of resignation to be valid, the committee needs to reach quorum, and a two-thirds majority must be met. Voting shall be by secret ballot, and the Executive Committee shall count the votes

(C) **Warning System.** In the event that there are concerns over a GUVMA Committee member, effort should be made by the Executive Committee to reach out to said individual and see what can be done to improve the situation. If concerns cannot be addressed and rectified informally, a formal complaint, in writing, should be submitted. Any GUVMA member can lodge a formal written complaint about a Committee member at any time. If a formal complaint is lodged, it should be investigated by the GUVMA Executive Committee, and further action can be undertaken. Effort should be made to reach out to affiliated organizations that might be affected by any issues with their representatives to ensure that they are not being negatively affected as an organization.

## ARTICLE IV

### Meetings

#### **SECTION ONE. Committee Meetings.**

The GUVMA Committee shall meet at least twice every academic term. An Extraordinary Committee Meeting may be called by the Secretary on the requisition of two or more members of the Council at least two days prior to the desired meeting. Notice of any Committee Meeting shall be emailed to the entire student body. All Committee Members shall report on their activities as a Representative at the Committee Meetings.

- (A) Town Hall Committee Meetings. All regularly scheduled Committee Meetings of each term shall be a Town Hall style meeting, to which all members of the undergraduate school are invited. Any Extraordinary Committee Meeting can be made into a Town Hall at the discretion of the Executive Committee. During these meetings, time shall be allotted for non committee members to bring forward any business.
- (B) GUVMA Town Hall. A GUVMA Town Hall meeting can be called at any time, typically in extenuating circumstances. These meetings aim to hear from the student body, collect feedback, address concerns, and receive more input on student perspective. The aim of these meetings is to allow GUVMA to better represent and advocate for student interests. The GUVMA Committee is not required to attend these events, though it is encouraged. Requests for a GUVMA Town Hall should be submitted to the Executive Committee.

#### **SECTION TWO. Annual General Meetings.**

- (A) The Annual General Meeting, at which office bearers shall be elected and the Clubs/societies accounts submitted and approved by the membership shall be called with not less than 10 working days notice to the membership. The membership must be given a financial statement on the year's accounts. Reasonable notice must be given by posters or a mailing list. The executive committee must investigate any complaints regarding inadequate notification.

- (B) The Annual General Meeting (AGM) shall be held each academic year after the elections. Attendance of the outgoing and incoming GUVMA Committee Members shall be expected. Attendance is open to any other student in the vet school. The Secretary shall notify the student body by e-mail of the Annual General Meeting. All Committee Members shall present a summary report at the AGM.

### **SECTION THREE. Quorum.**

Quorum at all Committee Meetings and the Annual General Meeting shall be two-thirds of the Committee membership. Only the Executive Committee, Officers, Year Representative, and Council will count towards quorum. Membership of the GUVMA Committee, towards quorum, is as follows: Each executive officer and officer position is counted as one member, each year representative is counted individually, each council organization is counted as one member. Ambassadors and probationary members shall not count towards quorum.

### **SECTION FOUR. Attendance.**

Attendance at all Council Meetings is mandatory for Council members. An absence will be accepted if the representative sends in apologies to the Secretary, sends a representative in their place, and submits any updates for the committee prior to the meeting. An organization's GUVMA affiliation may be called into questions if a committee member accrues two absences without submission of apologies to the Secretary or appointing someone to deputise for them. If an individual committee member is jeopardising an organization's GUVMA affiliation, effort should be made to reach out to other members of the affiliated organization and allow them the opportunity to rectify the situation internally before further action is taken.

## **ARTICLE V**

### **Committees**

#### **SECTION ONE. Executive Committee.**

The Executive Committee shall consist of the Senior President, Junior President, Secretary, Treasurer, Public Relations Representative, Information Technology Representative, and Social Representatives. The Executive committee shall have the power to act when a Committee Meeting cannot be called. It shall, however, be responsible to the rest of the Committee for any action it has authorised.

#### **SECTION TWO. Affiliated Committees.**

- (A) Representation and Voting at Committee Meetings. Of the Executive Committee and Officers, every position will be allowed one vote, despite how many individuals may share that role (i.e. one vote for social rep, etc.). Of the Year Reps, every individual will have a vote. This means that all BVMS years would be allowed two votes, and every BSc year would be allowed one vote. Of the Council, every fully affiliated organization in Good Standing will be allowed one vote. Representatives of these organizations should jointly decide how to cast their single vote. Any organization or representative on a probationary period will not be allowed a vote until that probationary period is over. Ambassadors do not have voting rights unless a vote pertains specifically to ambassadors or outside organizations.
- (B) Benefits of Affiliation. Affiliated organizations shall have full access to the promotional capabilities of the GUVMA Committee. This includes tabling at Freshers Fayre, posting on

year pages, adding events and announcements to the GUVMA weekly newsletter, sharing events through GUVMA Social Media, and more. Guidance can be offered by the Executive Committee and Officers, and collaboration opportunity with GUVMA or other GUVMA affiliated clubs. Being affiliated with GUVMA also allows for the ability to apply for GUVMA Bursaries, financial loans, or sponsorship as allowed by Article VII. GUVMA also seeks to represent the student body, and being a representative group on campus, every organization's input further strengthens the student voice.

(C) **Affiliation.** Any club wishing to become affiliated shall submit a request into the Executive Committee. From there, they will be asked to present their proposal to the GUVMA Committee at the following GUVMA Committee Meeting. At this meeting, they will be expected to describe the aims of their organization, what they think it adds to the current GUVMA Committee, and their plans for the future. The GUVMA Committee will then vote on approval of the organization to seek GUVMA affiliation. If approved, the organization will be on a three-month probationary period to give them an opportunity to become established. During this time, they are expected to attend all GUVMA Committee Meetings, report on their progress, and organize at least one event or project through their organization. During their probationary period, they will not have voting rights at Committee Meetings or the ability to apply for bursaries, but they will have access to all other benefits of affiliation. At the end of their three-month period, they will go before the GUVMA Committee and report their progress. The committee will then discuss and vote on if they should become fully affiliated. Any ambassador wishing to become affiliated shall submit a request into the Executive Committee. From there, they will be asked to present their proposal to the GUVMA Committee at the following GUVMA Committee Meeting. At this meeting, they will be expected to describe the aims of the represented outside organization, the goals they wish to achieve on campus, and how the outside organization benefits Glasgow University Veterinary and Bioscience students. The GUVMA Committee will then vote on approval of the ambassador seeking GUVMA affiliation. If approved, the ambassador is fully affiliated with GUVMA and will have the benefits and expectations of affiliated ambassadors outlined in Section Two of Article V. Their proposal counts as coming to one of the meetings required for a semester.

(D) **Membership Requirements.**

a. **Good Standing.** Being in good standing is the basic requirement to retain affiliation with GUVMA. If an affiliated member fails to stay in good standing, effort should be made by the Executive committee to reach out to the individual and then the organization, if necessary, to try and rectify the situation. If the affiliated organization fails to meet "Good Standing" requirements after one year, they can lose their GUVMA affiliation.

i. **Officers.** Officers are expected to attend every GUVMA meeting, as well as any Officer Meetings. If they are not able to attend, they are expected to send apologies to the GUVMA secretary in advance of the meeting. They also should provide an update on their progress at every meeting.

ii. **Year Reps.** Members on the Council are expected to attend every GUVMA meeting. If they are not able to attend, they are expected to send another representative of their organization in their place and send apologies to the GUVMA secretary. Each year is expected to provide updates for their year at every GUVMA Committee Meeting.

iii. **Council.** Members on the Council are expected to attend every GUVMA meeting. If they are not able to attend, they are expected to send another representative of their organization in their place and send apologies to the GUVMA secretary. Each organization is expected to provide updates for their organization at every GUVMA Committee Meeting. Members are

allowed one unexcused absence per semester.

iv. **Ambassadors.** Expected to attend a minimum of two GUVMA meetings per year, though ideally three, one at the first of the year, one mid-way through, and the AGM at the end of the year. Ambassadors are expected to supply updates before or during meetings.

b. **Excellent Standing.** Being in Excellent Standing is a requirement to be eligible to apply for Bursaries, as explained in Article VII, Section Four.

i. **Council and Year Reps.** Members on the Council and Year Reps are expected to attend every GUVMA meeting. If they are not able to attend, they are expected to send another representative of their organization in their place and send apologies to the GUVMA secretary. Each organization is expected to provide updates for their organization at every GUVMA Committee Meeting. Members are also expected to participate in one major GUVMA event per semester, those events being “Diversity and Inclusion Month” in the Fall and “Feel Good February” in the Spring. Participation is including, but not limited to, posts on social media, running events or talks, providing support for students, etc.

c. **Membership Probation.**

i. **Officers and Year Reps.** If Officers or Year Reps fail to reach Good Standing, as dictated in Article V, Section D, they can be put on a two month probationary period. During this period, they will be supported by the GUVMA Committee to try and rectify any issues. If the individual fails to reach good standing after this probationary time, they are at risk of personal resignation or forced resignation, as stipulated in Article III, Section five.

ii. **Council and Ambassadors.** If a GUVMA Affiliated organization fails to remain in good standing, the affiliate organization can be put on a probationary period. A probationary period shall start at the beginning of the following semester and end when the semester ends. During this semester long period, clubs can seek to become re-affiliated, with the support of GUVMA where needed to succeed. During this period, they will have to meet Good Standing expectations. At the end of the probationary period, if they have achieved Good Standing, they will be fully re-affiliated. If Good Standing is not achieved at the end of this probationary period, the GUVMA Committee can vote to extend the probationary period or terminate affiliation with GUVMA. Probationary periods may last a maximum of two semesters.

(E) **Pausing Affiliation.** In the event a new committee is not created for an existing affiliated organization, a replacement for a current ambassador is not chosen, the outside organization for an ambassador is not sponsoring that year, or a committee for an organization is dissolved due to outside circumstances affiliation with GUVMA will remain. This shall be done through a written request to an executive member stating one of the approved reasons listed above or automatically if a club committee is not formed for the following year. Other executives will be informed but a vote is not necessary. Pausing affiliation means that the affiliation process of presenting and having voted approval to join will not be required when the organization is reformed or a new ambassador is found. During the paused time all affiliation benefits are also paused. To resume affiliation the organization or ambassador needs to inform an executive member of their intentions to take up the position and resume benefits. Paused affiliation will last for a maximum of two years from the time of informing the executive of wanting to pause, or from the first GUVMA committee meeting of the year in the case of an unfilled club committee. After this time, if the affiliation has not resumed the organization/ ambassador role shall lose affiliation and will need to restart the affiliation process if the group ever resumes. The pausing affiliation also can be applied to clubs that were in their probationary period. At the time of resuming the probationary period of

three-months shall be restarted and the process will continue as stated in Part C of Section Two of Article V.

## **ARTICLE VI**

### **Finances and Loans**

#### **SECTION ONE. Finances.**

GUVMA shall manage its finances via holding a Treasurer's Account with the Bank of Scotland. Financial decisions shall be made at the discretion of the Executive Committee and carried out by the Treasurer. In the event that the Executive Committee cannot be reached, transactions are at the discretion of the Treasurer, informed by the previously discussed budget.

(A) Bank Details. Account Name: GUVMA. Account number: 12155764. Sort Code: 80-22-60. (B) Account holders. The Treasurer and one other member of Executive Committee shall be named signatories on the GUVMA bank account.

#### **SECTION TWO. Loans.**

(A) Loans for GUVMA. Any bank loan must be approved by the Executive Committee (B) Loans from GUVMA. All Year Representatives are eligible to apply for loans for GUVMA sponsored events. Loans are expected to be repaid by the designated timeline agreed upon between the treasurer and individual receiving the loan. Loans should be documented in writing by the treasurer. Other GUVMA organizations are allowed to seek loans, but are not guaranteed to receive them. This decision will be put to the executive committee.

#### **SECTION THREE. Donations.**

(A) Donations to Year Clubs. Profits from GUVMA Shop kit sales throughout the summer shall be donated to the third year BVMS class. GUVMA Shop reserves the right to delay or withhold this donation, should the GUVMA Executive Committee decide that financial circumstances do not allow it.

(B) Donations to SAIN. Ten percent of all profits generated from at least one GUVMA-sponsored event each year shall be donated to SAIN. Typically, the designated event is Mr. Vet School. (C) Donations to Trusty Paws. Ten percent of all profits generated from at least one GUVMA sponsored event each year shall be donated to Trusty Paws.

#### **SECTION FOUR. Sponsorship.**

(A) Sponsorship acquired by GUVMA. Sponsorship shall be arranged by the Executive Committee. Sponsorship shall be acquired for specific events and documented appropriately to share with sponsors and ensure adequate promotion opportunities for the sponsors.

(B) Bursaries offered by GUVMA. The Executive Committee shall determine a threshold for available bursaries at the start of each year, according to available finances. This should be loosely based on membership fees. Different parts of the GUVMA committee will be eligible for bursaries as follows:

- a. Council and Year Representatives. All members of the Council and Year Representatives will be eligible to apply for Bursaries biannually so long as they are in excellent standing within the GUVMA Committee, as laid out in Article V, Section two (D). An application period will be opened at the beginning of the semester in the Fall and Spring. Applicants must lay out a plan for their funds, generate a budget, and

provide quotes for their request. Retroactive applications will not be considered. Each organization will only be eligible to receive £100 total over the course of the year. How the £100 is divided between the two application windows is at the discretion of the applicant. The £100 bursary is based on the yearly income generated by GUVMA membership fees, and is eligible to change at the discretion of the Executive Committee based on GUVMA's financial status.

- b. Sports Teams. Sports teams will be allocated £1000 annually from GUVMA. Division and awarding of these bursaries will be at the discretion of the Sports Representatives and distributed by the GUVMA Treasurer. All sports teams should have an equal opportunity to apply and receive these bursaries.

## **ARTICLE VII**

### **Amendment Procedure**

#### **SECTION ONE. Amendments.**

Any member of GUVMA may submit amendments to this constitution. Amendments to the Constitution shall be made with the consent of two-thirds of those present, so long as quorum is met, at a Committee Meeting. Information about the proposed changes shall be sent in at least one-week prior to voting.

On receipt of a petition signed by 10 percent of the membership, the secretary shall give five working days notice of an Extraordinary General Meeting to consider submitted amendments.

## **ARTICLE VIII**

### **Equality and Inclusion**

#### **SECTION ONE. Equal Opportunities Statement**

GUVMA seeks to provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.

## **Article IX**

### **GUVMA Dissolution**

#### **SECTION ONE. In the event of Dissolution**

In the event that GUVMA Dissolves, the remaining finances shall be distributed at the discretion of the GUVMA Committee.