

# ALUMNI ASSOCIATION CONSTITUTION AND BYLAWS

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UNIVERSITY OF FLORIDA COLLEGE OF VETERINARY  
MEDICINE

**CONSTITUTION  
OF  
THE UNIVERSITY OF FLORIDA  
COLLEGE OF VETERINARY MEDICINE  
ALUMNI ASSOCIATION**

**Article 1  
NAME AND ADDRESS**

This organization shall be known as the University of Florida College of Veterinary Medicine Alumni Association (hereinafter known as the “Association”). The Association’s principal office shall be located in the CVM Office of the Dean.

**Article 2  
MISSION**

The objectives of the Association shall be:

- Section 1.* To strengthen programs at the University of Florida College of Veterinary Medicine through active engagement with the University of Florida College of Veterinary Medicine.
- Section 2.* To enhance the success of the University of Florida College of Veterinary Medicine Alumni Association members through active engagement with the University of Florida College of Veterinary Medicine.
- Section 3.* To promote and support the University of Florida College of Veterinary Medicine among the public and the veterinary medical profession.

**Article 3  
MEMBERSHIP**

- Section 1.* Regular membership is open to all DVM, MS, and PhD graduates of the University of Florida College of Veterinary Medicine.
- Section 2.* Senior students of the University of Florida College of Veterinary Medicine are eligible for membership thirty days prior to graduation.
- Section 3.* Affiliate membership is open to all Off-Shore students, Interns and Residents (House Officers), and Fellows who completed their clinical or research training at the University of Florida College of Veterinary Medicine.
- Section 4.* Faculty members, residents, private practitioners, or others may be elected as honorary members.

**Article 4**  
**ALUMNI COUNCIL**

- Section 1.* The governing body of the Association shall be known as the Alumni Council.
- Section 2.* The Alumni Council shall be composed of one to three representatives from each graduating class of the University of Florida College of Veterinary Medicine, one to three MS or PhD graduates, one to three former House Officers (Interns and Residents), one to three former Off-Shore students, one to three Honorary Members, one to three members of the senior DVM class, one current graduate student (MS or PhD), one current House Officer (Intern or Resident), and one current Off-Shore student. The manner of appointment or election shall be as provided in the Bylaws.
- Section 3.* The duties of the Alumni Council shall be described in the Bylaws.

**Article 5**  
**OFFICERS**

- Section 1.* The Officers of the Association, and the manner of their election or appointment, shall be as set forth in the Bylaws.

**Article 6**  
**CLASS REPRESENTATIVES**

- Section 1.* Each graduating class from the University of Florida College of Veterinary Medicine will be represented on the Alumni Council by one to three representatives. The manner of election or appointment of the class representatives shall be as set forth in the Bylaws.

**Article 7**  
**BYLAWS**

- Section 1.* Bylaws, not inconsistent with this Constitution, shall be adopted by the Alumni Council to provide for the administration of the affairs of the Association.

**Article 8**  
**AMENDMENTS**

- Section 1.* The Constitution and Bylaws of the Association may be amended by the Alumni Council in the manner provided in the Bylaws.

Adopted:

September 30, 2017

**BYLAWS  
OF  
THE UNIVERSITY OF FLORIDA  
COLLEGE OF VETERINARY MEDICINE  
ALUMNI ASSOCIATION**

**Article I  
PURPOSE**

The purpose of these Bylaws to the Constitution of the University of Florida College of Veterinary Medicine Alumni Association (hereinafter known as the “Association”) is to provide detailed guidelines for the conduct of meeting, finances, and business of the Association.

**Article II  
MEMBERSHIP**

- Section 1.* The regular membership is open to of all DVM, MS, and PhD graduates of the University of Florida College of Veterinary Medicine.
- Section 2.* Senior (DVM) students of the University of Florida College of Veterinary Medicine are eligible for membership thirty days prior to graduation. Eligible seniors are encouraged to join the Association prior to graduation to ensure that continuity is maintained between the current graduation class and the Association.
- Section 3.* Affiliate membership is open to all former Off-Shore students, Interns and Residents (House Officers), and Fellows, who completed their clinical or research training at the University of Florida College of Veterinary Medicine.
- Section 4.* Honorary membership in the Association shall be conferred on individuals who are not alumni of the University of Florida College of Veterinary Medicine, but who have contributed significantly to the college. Honorary members may be chosen from faculty members, residents, private practitioners, or others.
- A. The names of candidates for honorary membership must be presented in writing to the Chair of the Executive Board by a regular, affiliate, or honorary member. A written justification supporting the honorary membership must accompany each name.
  - B. The Executive Board will consider all candidates nominated for honorary membership and present qualified candidates to the Alumni Council for consideration.
  - C. Individuals placed in nomination may be elected as honorary members to the Alumni Association by a simple majority vote of the alumni council members in attendance at a regularly scheduled meeting.

*Section 5.* To be a regular, affiliate, or honorary member in good standing, the member must have current biographical and contact information on file with the Office of Development and Alumni Affairs of the College of Veterinary Medicine.

**Article III**  
**EXECUTIVE BOARD**

*Section 1.* The affairs of the Association shall be managed under the direction of the Executive Board which shall consist of the following persons:

- A. Ex-Officio: Dean of the College of Veterinary Medicine  
Alumni Council President  
Alumni Council Past-President  
Alumni Council President-Elect  
FVMA President-Elect  
Alumni Affairs Coordinator of the College of Veterinary Medicine
- B. Elected: Diversity Representative (1 or 2 members)  
Out-of-State Representative (1 or 2 members)  
Dean’s Circle of Excellence (1 or 2 alumni members)  
At-large members from alumni association (1 or 2 members)

*Section 2.* An ex-officio member of the Executive Board shall hold office for so long as he/she holds the office underlying the basis for appointment. Elected members of the Executive Board shall hold office for a term of 2 years and may be re-elected for a second 2-year term (terms may overlap depending on vacancies). A vacancy occurring for any reason prior to the end of a term shall be filled by appointment by the Executive Board of an Association member belonging to the group from which the Executive Board member had been elected.

*Section 3.* The Chair of the Executive Board will be the Alumni Council President and the Vice-Chair will be the Alumni Council President-Elect.

*Section 4.* The Executive Board shall manage the affairs of the Association. In so doing it shall have the following duties:

- Oversight of the Alumni Council.
- Serve as an Advisory Committee to the Dean of the College of Veterinary Medicine.
- Oversight of all Standing Committees, including providing direction, monitoring activities and facilitating progress of committees.
- Be responsible for conducting Alumni Council meetings.

*Section 5.* The Executive Board shall meet 4 times each year at a time and place designated by the Chair. Two of these meetings will be held at least one week prior to Alumni Council meetings to set the agenda and finalize committee reports for the Alumni

Council meetings. The Chair may call special meetings of the Executive Committee as necessary.

*Section 6.* Executive Board members may participate in, and hold meetings by means of, conference telephone or similar communications equipment such that all persons participating in the meeting can hear each other and fully contribute to discussions.

*Section 7.* All members of the Executive Board shall be entitled to vote, except for the dean and the alumni affairs coordinator. A majority of the numbers shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which a quorum exists shall be the act of the Executive Board.

#### **Article IV** **ALUMNI COUNCIL**

*Section 1.* The Alumni Council shall consist of the current Executive Board, one to three representatives from each graduating class of the College of Veterinary Medicine, one to three MS or PhD graduates, one to three former House Officers (Interns and Residents), one to three former Off-Shore students, one to three Honorary Members, one to three members of the senior DVM class, one current graduate student (MS or PhD), one current House Officer (intern or resident), and one current Off-Shore student.

*Section 2.* Members of the Alumni Council will fulfill the following objectives:

- Serving as advocates for the College of Veterinary Medicine.
- Functioning as key messengers on the activities and priorities of the College of Veterinary Medicine.
- Providing information to, educating, and inspiring others.
- Identifying alumni and friends to involve and engage with the College of Veterinary Medicine.
- Consider the College of Veterinary Medicine as a philanthropic priority at a level they deem most comfortable.
- Become advisors to the College of Veterinary Medicine dean and administrative team through the executive board.

*Section 3.* Meetings of the Alumni Council

- A. Regular meetings of the Alumni Council shall be not less than twice a year. The Alumni Council Meetings shall be held once in the CVM Spring Semester (March, April or May) and once in the CVM Fall Semester (September, October or November).
- B. Special meetings may be called by the Chair of the Executive Board upon written request of any five members of the Alumni Council.
- C. The date, time, and place of Alumni Council meetings shall be determined by

the Chair of the Executive Board giving consideration to maximizing attendance of Alumni Council members.

- D. Notification of time, date, and place of the meeting will be received in writing by all members of the Alumni Council not less than seven days prior to the meeting.
- E. Representation by a majority of the membership shall constitute a quorum. The act of a majority of the members present at a meeting, or voting electronically, when a quorum exists shall be the act of the Alumni Council.

### **Article V**

#### **ALUMNI COUNCIL MEMBERSHIP**

*Section 1.* All representatives must be members in good standing (as defined in Article II, Section 5 herein).

*Section 2.* Election and term

- A. DVM Alumni Members - Each DVM class will be represented initially by one to three individuals selected prior to graduation.
  - 1. The representative(s) must receive a majority vote of all the members of that class.
  - 2. The name of the elected representative must be forwarded in writing to the Office of Development and Alumni Affairs.
- B. MS/PhD Graduates, Affiliate Members, and Honorary Members will be elected by the Alumni Council. Potential candidates will be nominated by current Alumni Council members.
- C. Each term of service will be 4 years. Reappointment will be possible based on willingness to serve and Alumni Council vote of approval. Should a given member of the Alumni Council fail to attend four consecutive meetings, then an alternate representative may be elected by the Alumni Council. Potential candidates will be nominated by current Alumni Council members.

### **Article VI**

#### **ALUMNI COUNCIL OFFICERS**

*Section 1.* The officers of the Alumni Council shall be a President and President-elect selected from the membership. The terms of office run for two years, beginning in the spring meeting.

*Section 2.* Duties of the Officers

- A. The President shall
  - 1. Preside over Alumni Council meetings.
  - 2. Serve as Chair of the Executive Board.
  - 3. Perform such duties as the Executive Board and Alumni Council shall assign.
  - 4. Coordinate with, and utilize the resources of, the UF CVM Alumni Coordinator to provide the following services to the Alumni Council:
    - a. Record the minutes of all Executive Board, Alumni Council and general alumni meetings.
    - b. Present finalized minutes for approval at the next Alumni Council meeting for approval.
    - c. Manage all incoming correspondence. Ensure correspondence is directed to the proper officer, committee, or individual and actions required are executed in a timely manner.
  
- B. The President-elect shall:
  - 1. Perform all duties of the President in the absence or incapacity of the latter.
  - 2. Serve as Vice Chair of the Executive Board.
  - 3. Attend all Alumni Council Meetings preceding the term as Alumni Council President.

**Article VII**  
**COLLEGE OF VETERINARY MEDICINE**  
**OFFICE OF ALUMNI AFFAIRS**

*Section 1.* The College of Veterinary Medicine Alumni Affairs Coordinator will serve as the primary point of contact for communication, coordination, and administration of activities between the College and the Association.

*Section 2.* The Alumni Affairs office shall:

- A. Maintain the current address, phone number, and employment information of all alumni.
  
- B. Assist the Association with the mailing of alumni class newsletters.
  
- C. Assist the Association with the coordination and staging of alumni meetings and social events including, but not limited to, homecoming and the college receptions at state and national veterinary meetings.

**Article VIII**  
**NOMINATION AND ELECTION OF OFFICERS, ALUMNI  
COUNCIL, AND EXECUTIVE BOARD**

*Section 1.* Nominations

- A. Any council member may self-nominate or nominate any other member for office.
- B. The nominees shall be presented to the Chair of the Executive Board to fill vacancies of the Association.
- C. Nominations from the floor at a scheduled Alumni Council Meeting shall also be accepted.
- D. All nominees must be members in good standing of the Association.

*Section 2.* Elections

- A. All officers shall be elected by a simple majority vote of Alumni Council members in attendance at a regularly scheduled meeting.
- B. Should there be but one candidate for an office, the vote for that office may be taken by voice vote.

*Section 3.* Terms

- A. The term for all offices shall be for two years.
- B. Terms for all officers will start and end at the conclusion of the spring meeting in even-numbered years.

*Section 4.* Vacancies

- A. Vacancies in offices shall be filled by appointment of the Executive Board until the next Alumni Council Meeting, when the remainder of the term shall be filled by election.

**Article IX**  
**MEETINGS OF THE ASSOCIATION**

*Section 1.* General Meetings of the membership of the Association shall only be held at the request of the Alumni Council, with location and timing to be determined by the Council.

**Article X**  
**COMMITTEES**

- Section 1:* The Executive Board may create such standing and special committees from time to time as it deems appropriate and the goals of each committee and the number and composition of committee members, provided that each committee shall have as its members an ex-officio member appointed by the Dean of the College of Veterinary Medicine and a designee of the FVMA to be mutually selected by the Dean and president of FVMA.
- Section 2.* The initially appointed members of each committee shall confer and prepare written recommendations for the committee's operations to be submitted to the Executive Board for approval.
- Section 3.* The initial standing committees of the Alumni Council shall be as follows:
- A. Communication/Social Functions/Networking Committee.
    - This committee will in part be responsible for determining the most effective ways of communication (newsletter, e-newsletter, social media, etc.) going forward.
    - It shall also be responsible for determining when/where/how to conduct alumni social functions and will advise the Dean and Executive Board on what topics/messages regarding the College the alumni would most like to hear about at various social functions (e.g. NAVC).
  - B. Recruiting/Mentoring and Career Development Committee
    - This committee will oversee engagement/mentoring of alumni and future alumni at all stages of their veterinary medical career. It shall also be responsible for choosing members of the Alumni Council to serve on the Admissions Committee (number based on requests from OSI) and will oversee online job boards (serves both potential employers and employees).
  - C. Distinguished Awards Committee
    - The Distinguished Awards committee has the responsibility to identify and recognize individuals who have distinguished themselves personally, professionally, and /or as members within their communities.
    - The three categories for distinguished award recognition include UF CVM alumni achievement, distinguished service and special service to the UF CVM.
    - The committee will be comprised of the alumni council president and president-elect, the senior director or the director of development and alumni affairs, the coordinator of alumni relations, the dean, the executive associate dean, two at-large members appointed by the dean and another at-large member appointed by the alumni council. The alumni council president will also serve as the chair of the distinguished awards committee.
    - The committee appointment runs for two academic years.

- The committee will meet at least once annually for the purpose of considering individuals for award recognition. Meetings will be called by the committee chair or dean. Minutes of meeting deliberations shall be kept within the office of development and alumni affairs.

**Article XI**  
**PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern the meetings of the association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The Chair of the Executive Board will appoint an individual to serve as the Parliamentarian.

**Article XII**  
**AMENDMENTS**

The by-laws of this association may be amended, repealed or modified, or new bylaws may be adopted, by the two-thirds majority of all votes duly cast at any meeting of the UF CVM Alumni Council or via electronic voting. A quorum (as defined in Article IV, Section 3.E.) is required.

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Date of Incorporation	Original dated 1995
Revised	1996
Mission Statement added	October 25, 1999
Constitution and Bylaws Revision	April 17, 2010
Constitution and Bylaws Revision	September 30, 2017