

# GUIDING DOCUMENT OF THE ALUMNI ASSOCIATION

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UNIVERSITY OF FLORIDA COLLEGE OF VETERINARY MEDICINE

# **GUIDING DOCUMENT OF THE UNIVERSITY OF FLORIDA COLLEGE OF VETERINARY MEDICINE ALUMNI ASSOCIATION**

## **ARTICLE I - NAME AND ADDRESS**

1. 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, PO Box 100125, Gainesville, FL 32610-0125.

## **ARTICLE II - MISSION**

1. The objectives of the Association shall be:
  - a. To strengthen programs at the University of Florida College of Veterinary Medicine through active engagement with the University of Florida College of Veterinary Medicine.
  - b. 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.
  - c. To promote and support the University of Florida College of Veterinary Medicine among the public and the veterinary medical profession.

## **ARTICLE III – MEMBERSHIP**

1. 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 Advancement at the UF College of Veterinary Medicine.
  - a. The regular membership is open to all DVM, MS, and PhD graduates of the University of Florida College of Veterinary Medicine.
  - b. Senior (DVM) students of the University of Florida College of Veterinary Medicine are eligible for membership thirty days before graduation.
  - c. Affiliate membership is open to all former Off-Shore students, Interns, Residents (House Officers), and Fellows, who completed their clinical or research training at the University of Florida College of Veterinary Medicine.

- d. Honorary membership shall be conferred on individuals who are not alumni of the University of Florida College of Veterinary Medicine but have contributed significantly to the college. Honorary members may be chosen from faculty members, residents, private practitioners, or others.
  1. The names of candidates for honorary membership must be presented in writing to the Office of Advancement. A written justification supporting the honorary membership must accompany each name.
  2. The Distinguished Awards Committee will consider all candidates nominated for honorary membership.
  3. Individuals placed in nomination may be elected as honorary members of the Association by appointment by the Distinguished Awards Committee Members.

#### **ARTICLE IV - COLLEGE OF VETERINARY MEDICINE OFFICE OF ADVANCEMENT**

1. The College of Veterinary Medicine Assistant Director of Constituent Engagement will:
  - a. Serve as the primary point of contact for communication, coordination, and administration of activities between the College and the Association.
  - b. Serve as the main point of contact for Association committees including management of email and distribution lists for the Association Committees.
2. The Office of Advancement shall:
  - a. Maintain the current address, phone number, and employment information of all alumni.
  - b. Assist the Association with mailing alumni newsletters, produced by the UF CVM Director of Public Relations.
  - c. Assist the Association with the coordination and staging of alumni meetings and social events including, but not limited to, Alumni Weekend, UF Football Homecoming, and the college receptions at state and national veterinary meetings.

#### **ARTICLE V - NOMINATION AND ELECTION OF COMMITTEE MEMBERS**

1. Nominations
  - a. Any council member may self-nominate or nominate any other member for a committee.

- b. The nominees shall be presented to the Assistant Director of Constituent Engagement before the scheduled meeting.
  - c. Nominations from the floor at a scheduled Association meeting shall also be accepted.
  - d. All nominees must be members in good standing of the Association.
2. Elections
- a. All committee members will be appointed by the Dean of the UF College of Veterinary Medicine.
3. Terms
- a. The term for all offices will vary based on the committee to which they are serving.
  - b. Terms for all officers will start and end after the spring meeting in even-numbered years.
4. Vacancies
- a. Vacancies in offices shall be filled by appointment of the Dean of the UF College of Veterinary Medicine until the next Association meeting when the remainder of the term shall be filled by nominations and an appointment by the dean.

## **ARTICLE VI - MEETINGS OF THE ASSOCIATION**

- 1. General Meetings of the membership of the Association shall be held bi-annually with location and timing to be determined by the Office of Advancement. Currently, meetings are scheduled to occur during spring and fall CVM Alumni Weekends.

## **ARTICLE VII - COMMITTEES**

- 1. The Office of Advancement, at the discretion of the dean, may create standing and special committees. The goals, number of members, and responsibilities of the committee members will be at the discretion of the Office of Advancement. Members can self-nominate for committee positions and will be appointed by the Dean of the College of Veterinary Medicine.
- 2. The initial standing committees of the Association shall be as follows:
  - a. Alumni Ambassadors
    - 1. This committee is responsible for educating all UF Veterinary Medicine alumni about the UF CVM Alumni Association and college activities.

In addition, they will act as advisors regarding the events that the college holds.

2. Members can elect what level they wish to participate in the following opportunities.
  - a. Fundraising - Assisting the Advancement office with promoting fundraising efforts of the college.
  - b. Mentorship - engagement/mentoring of alumni and future alumni at all stages of their veterinary medical career. Serve as a resource for guidance and conversation.
  - c. Recruitment - work with the admissions committee to help recruit the best possible candidates, including recruitment in K-12 schools.
  - d. Social Functions - Helping determine the most effective ways of communication with all alumni of the college. Assist in educating all UF Veterinary Medicine alumni about the college's Alumni Association. In addition, they will act as advisors regarding the events that the college holds.
3. The composition of the Alumni Ambassadors will be as follows:
  - a. Executive Director of Advancement
  - b. Assistant Director of Constituent Engagement
  - c. DVM Alumni (no limit)
  - d. MS/PhD Alumni (no limit)
  - e. House Officer Alumni (no limit)
  - f. Honorary Alumni (no limit)
  - g. Offshore Alumni (no limit)
4. Ambassadors shall be appointed through self-nomination or by nomination from another member of the UF CVM Alumni Association. Terms will remain in effect until the member resigns. There is no limit to the number of Alumni Ambassadors.
5. The Alumni Ambassadors will communicate as needed via email, Zoom, or phone calls. The Assistant Director of Constituent Engagement will convene meetings and maintain the e-mail distribution list for this committee.

b. Distinguished Awards Committee

1. This committee is responsible for identifying and recognizing individuals who have distinguished themselves personally, professionally, and/or as members of their communities. They will be

tasked with awarding the UFCVM Young Alumni award, UFCVM Alumni Achievement awards (MS/PhD and DVM), the Distinguished Service Award, and the Special Service to the UFCVM award and choosing new Honorary members of the UFCVM Alumni Association.

2. The composition of the Distinguished Awards Committee will be as follows:
  - a. Voting Members
    - i. Dean
    - ii. Executive Associate Dean
    - iii. FVMA representative
    - iv. Five (5) members appointed by the Dean
  - b. Non-Voting Members
    - i. Executive Director of Advancement
    - ii. Assistant Director of Constituent Engagement
3. Committee members shall be appointed through self-nomination or by nomination from another member of the UF CVM Alumni Association. Terms will run for two academic years.
4. The Distinguished Awards Committee will meet at least once annually to consider 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 Alumni Affairs. All other meetings will be either by conference call or email when needed. The Assistant Director of Constituent Engagement will convene meetings and maintain the e-mail distribution list for this committee.

#### **Article VIII- AMENDMENTS**

1. This governing document of the Association may be amended, repealed, or modified, or new sections may be adopted, at the discretion of the UF College of Veterinary Medicine Dean with guidance and input provided by the members of the Association and the Office of Advancement.