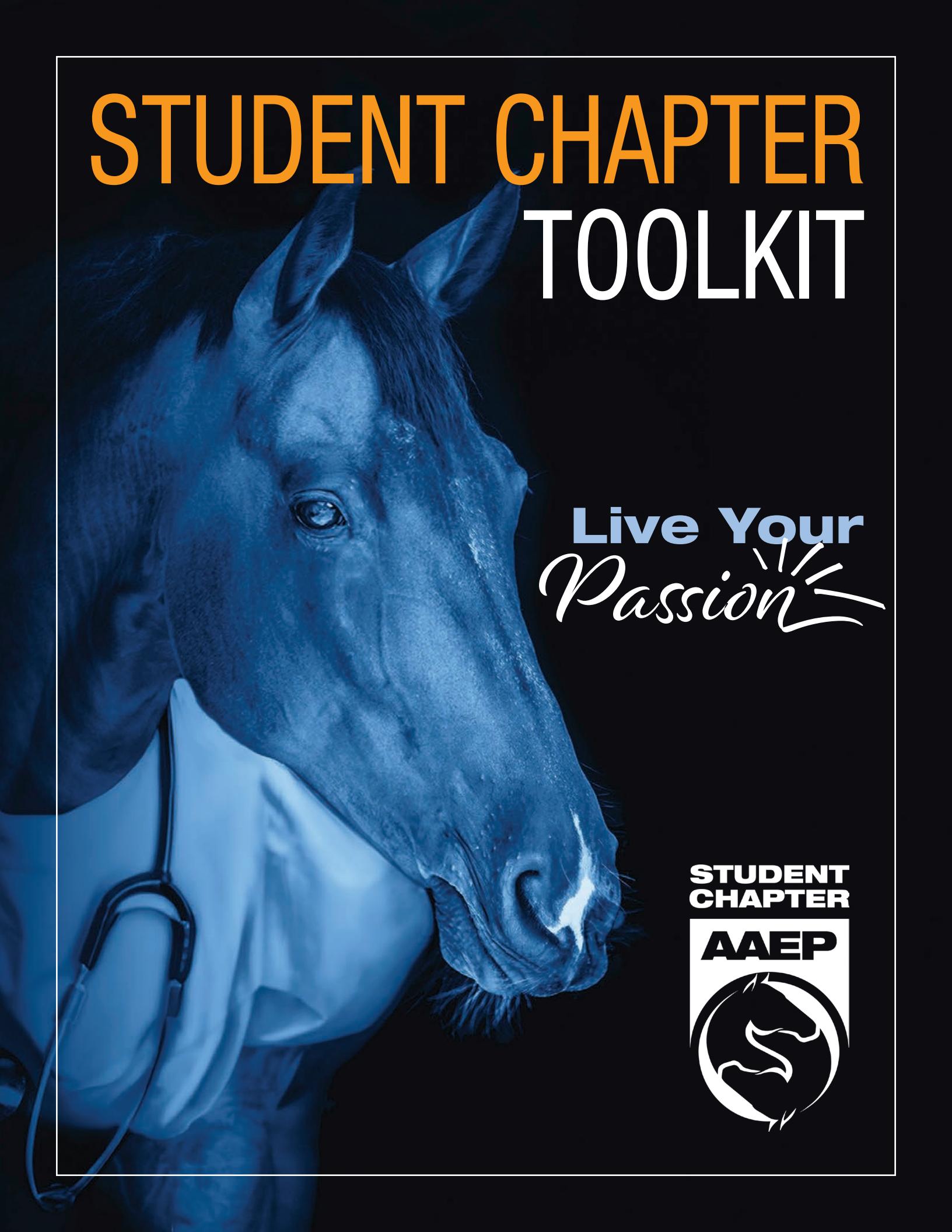


STUDENT CHAPTER TOOLKIT



Live Your
Passion

STUDENT
CHAPTER

AAEP



INTRODUCTION



On behalf of the AAEP board of directors and the Student Education and Outreach Committee, THANK YOU for your leadership with your school's AAEP Student Chapter.

Successful AAEP student chapters help veterinary students develop core clinical knowledge, explore the wide range of opportunities in equine practice, and create connections within veterinary school for support and friendship.

Your enthusiasm for equine practice is key to the success of your chapter and the growth of the profession.

We hope this toolkit will be a valuable resource in helping your chapter reach its goals in the year ahead. For assistance with any need your chapter may have, contact Shelby Mosley, AAEP Student & Early Career Coordinator, at smosley@aaep.org.

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01

Chapter Operations

The following information has been contributed by many student chapters and advisors to help your chapter create a map for the year ahead, understand the roles of each member of the leadership team, work through conflicts and disagreements, and enhance chapter activities for the benefit of your members.

How to run a meeting:

To ensure that meetings are efficient and inclusive to all who are present, see Robert's Rules of Order in the Appendix on page 20.

CHAPTER MEETINGS

Types, frequency, attendees

Most chapters organize a range of meetings to engage different groups within the organization, including officers, members, and external guests. These meetings can be categorized as follows:

Officer/Executive Board Meetings

- Held monthly or every 4-6 weeks
- Discussion of operations, event planning, upcoming events, finances
- Open to officers or executive board members and advisors only

General Chapter Meetings

- Held 3-5 times per semester
- Mix of lectures, social gatherings, and special events
- Open to all members, and often extended to non-members or the horse-interested public (e.g., for guest lectures or joint meetings with other clubs such as Emergency, Surgery, Business, or Diagnostic Imaging clubs)
- Attendance is usually higher for lunch meetings as opposed to evening meetings (e.g., 5 PM)

Lectures and Wet labs

- Lectures on various equine-related topics are open to both members and non-members, with topics varying each semester.
- Wet labs or hands-on workshops are more exclusive (10-18 participants), often limited to SCAAE members, with priority given to dues-paying members who attended the related lecture or have attended sufficient chapter fundraising activities
- As many as 1-3/month may be held, scheduling influenced by calendar and speaker availability

Social and Networking Events

- These include informal social gatherings, fundraising events, or collaborative events that are open to all or by invitation
- Officers are commonly expected to participate in the planning and execution of the chapter's major events, and serve on event committees

continued

Chapter Bylaws:

Chapters are strongly encouraged to create a unique set of bylaws that should be shared and reviewed at the beginning of each year. The bylaws help each chapter to conduct its educational and financial business clearly, fairly, and transparently. A simple and complex bylaws templates are shared in the Appendix on page 21. *Chapter membership supported changes to the bylaws can be achieved through the Robert's Rules of Order on page 20.*

CORE OFFICER POSITIONS & DUTIES

President

- Oversees all chapter functions, events, and activities
- Chairs all general membership and executive board meetings
- Acts as a liaison between the chapter and external entities such as AAEP and faculty
- Ensures the chapter's compliance with university policies
- Guides the transition of new officers
- Typically held by second-year or third-year students or those with prior board experience

Vice President

- Assists the President in managing chapter activities and operations
- Oversees membership engagement and retention
- Coordinates events and acts as the liaison to external organizations, such as AAEP and sponsors
- Steps in for the President if they are unavailable
- Often held by second-year students

Secretary

- Manages communication and record-keeping
- Takes meeting minutes and maintains attendance records
- Organizes chapter emails and calendars
- Ensures smooth communication between officers and members
- Can be held by first- or second-year students

Treasurer

- Manages the chapter's finances, including collecting dues and allocating funds
- Provides financial reports and maintains transparency in financial operations
- Coordinates fundraising and budget preparation
- Typically held by second-year students, with guidance from the outgoing Treasurer
- The transfer of information between the outgoing and incoming Treasurers is critical for sustained chapter success (understanding previous funding allocation decisions, sending and receiving payments)

Merchandise/Social Media Chair

- Oversees merchandise ordering and distribution (e.g., T-shirts, supplies)
- Manages the chapter's social media presence and marketing materials
- Coordinates with fundraising efforts to align merchandise sales

SPECIALIZED OFFICER ROLES

Different chapters select and utilize these positions differently depending on the activities and amount of effort required.

Wet Lab Coordinators

- Plan and organize hands-on wet labs and workshops
- Handle logistics, communication, and supplies for each event
- There may be multiple Wet Lab Coordinators, and the role is often recommended for second-year or third-year students

Class Representatives (1st-3rd Year)

- Serve as liaisons between their class and the executive board.
- Represent class concerns, assist in organizing class-specific events, and encourage participation in chapter activities
- Responsibilities vary by year, and each class may have one or more representatives

Event Coordinators (Special Events, Fundraising)

- Special Events Coordinators organize large events such as Symposia, Outreach events, and annually recurring wet labs
- Fundraising Coordinators oversee financial campaigns and sponsorships to support the chapter
- Some chapters have a Coordinator that manages the Emergency Team, a Colic Team, and/or a Foal Team, co-ordinating shifts and working with faculty and hospital staff
- These positions may involve multiple officers who share responsibilities and collaborate on event planning, with one person selected as a formal or informal director

Liaison Positions (AAEP Liaison, Special Roles)

- The AAEP Liaison facilitates communication between the student chapter and the national AAEP
- This role may be held by second-year or third-year students, depending on the chapter's structure

ADDITIONAL ROLES

Junior/Senior Officers

- Some chapters create a Junior and Senior version of many officer positions to help carry over critical knowledge, such as chapter history, from year to year

Class Representatives

- Representatives are responsible for ensuring their class is represented in all chapter activities

ELECTIONS

Chapters can use a variety of methods to ensure fair and accessible elections, encourage participation, and create leadership opportunities for all members.

Recruitment of first-year students can be a challenge. Officer roles are commonly held by second-year students and leadership roles may seem intimidating to newer members. Involvement of first-year students on an appropriate level is important to the sustainability and success of the chapter. Chapter outreach and information sessions, as well as chapter-wide awareness of the importance of a welcoming atmosphere, can help overcome the common reluctance and hesitation of new members.

Timing & Process

- Elections commonly are held in the spring, March or April, for the following academic year
- Election of positions like 1st-year representatives may make more sense in the fall (September)
- Elections often include speeches or a written declaration from candidates, followed by voting via Google Forms with QR codes for easy access or paper ballots
- The President or advisor can organize and oversee elections to ensure fairness

Encouragement & Recruitment

- Many chapters promote their elections and engage first-year students through chapter fairs and general meetings at the start of the school year
- Flyers, emails, and Facebook posts can also help to highlight open positions
- Some chapters promote interest in officer positions through benefits, such as priority access to events and lab spaces, or waiving chapter dues
- Reassuring students that leadership roles are compatible with academic commitments can help to increase interest in officer positions

Positions & Voting

- In some chapters certain officer positions, such as President and VP, are reserved for current officers, and other positions are open to a wider pool of members.
- All chapter members are typically allowed to vote, often anonymously using student IDs or other methods for privacy.
- Chapters can consider having a process for dealing with ties, such as double-weighting the votes of current officers in a revote, or having a final vote between the top two candidates

CHAPTER MEMBERSHIP DUES

Chapters handle dues in a variety of ways. Here are some details about how chapters handle dues and encourage national memberships for its members.

National AAEP Membership

- Many chapters require or strongly encourage students to be national AAEP members so that the chapter can access AAEP benefits such as the annual AAEP-sponsored wet lab and receive the AAEP membership refund for the chapter's use
- Some chapters encourage members to become national members by providing priority access to labs, workshops, and special events like conferences and wet labs
- Some chapters encourage members to obtain national memberships by offering incentives like discounted dues for students who provide proof of national AAEP membership

Chapter Dues

- Chapter dues range from \$5 to \$20, with some chapters offering multiple payment options (e.g., annual or semester dues)
- A few chapters have special event fees (e.g., breakfast or additional apparel sales fees), which apply to non-dues-paying members
- Some chapters waive chapter dues for students who are national AAEP members while others combine both local and national dues into a single fee

Collection and Verification

- Dues are collected through various methods, including Venmo, check, and cash
- Several chapters use Google Forms to collect AAEP membership proof (like a screenshot) to ensure members are active
- Some chapters keep tracking documents accessible to board members to verify paid dues and manage records



02

Chapter

Finances

Funding is critical for each chapter's extracurricular learning and educational opportunities. Each chapter must be diligent in managing its finances, including budgeting, expense tracking, funding procedures, and use of financial best practices. The AAEP wants to support chapters and chapter Treasurers in maintaining transparent, responsible, and effective financial operations.

FINANCIAL MANAGEMENT

The Treasurer is the member of the chapter's executive team who is responsible for managing chapter finances, tracking income and expenses, and maintaining financial transparency.

Primary duties of the Treasurer are:

- Maintaining an up-to-date spreadsheet with all chapter income and expenses. A verbal financial report should be presented at executive meetings. A written financial statement should be prepared periodically (at the end of each semester, or at a minimum, once annually) and shared with the chapter's membership to ensure transparency.
- Preparing a budget for the year for approval by the executive team if the chapter requires this to be done.

All chapter expenditures that fall outside the budget (or if no budget is approved, then all expenditures) should be discussed and approved in advance by the executive.

To prevent unauthorized spending, two chapter officers (usually the Treasurer and the President) should have signing authority with the bank. The bank account should require two signatures so that a single person is not able to write checks without a second signature.

SOURCES OF CHAPTER INCOME

- Membership dues are a universal source of income for chapters and range from \$5-\$20+. The AAEP also reimburses each chapter a specified amount of money for each member who is also a national student member of the AAEP.
Some chapters waive chapter dues for students who are national AAEP members, while others combine both local and national dues into a single fee.
- Some chapters have special event fees (e.g. breakfast or additional apparel sales fees) which apply to non-dues-paying members.
- Other sources of income include chapter fundraisers and sponsorships from equine-related companies.



03

Veterinary Student Outreach

There's never been a better time to be an equine veterinarian, and your chapter plays an important role in introducing your fellow veterinary students to equine practice and all that it offers.

Many ways exist to grow your chapter's membership through direct recruitment and hands-on events.

RECRUITING NEW MEMBERS

- Your chapter's presence at your school's Student Club Fair is important. Generally, this is an event that most schools hold at the start of the academic year where the chapter introduces itself and gathers contact information for interested students. Send follow-up emails or text messages to interested students to inform them about chapter offerings, membership benefits and future meetings.
- For many chapters, new members are also successfully recruited through word of mouth, with members joining due to the chapter's hands-on involvement in activities like a castration clinic. Chapter officers can help recruit potential members by personally inviting non-members to an upcoming event.
- Many chapters encourage students from all backgrounds to join, including those not pursuing equine medicine. The numerous opportunities for practical learning and participation in equine activities offered by your chapter may be the key to encouraging non-equine students to consider equine practice.
- Joint meetings with other clubs (such as surgery, LatinX, Black veterinarians, food animal, business) are great ways to engage and recruit new members. You can broaden the audience for certain chapter events, such as the "Why I Love Equine Practice" lecture, by inviting members of other clubs to participate.

HORSE EXPERIENCE & TRAINING EVENTS

- Regularly schedule "office hours or horse wellness hours" where students can practice basic horsemanship skills such as picking up feet, using a hoof pick, haltering, grooming, grazing, and horse safety. These are often held weekly or biweekly on campus with school horses and led by one to two knowledgeable officers per session.
- More focused labs are held by some chapters using horses from a nearby equine facility. These are often held less frequently, but still with officers and/or residents/interns/area private practitioners and cover practical skills such as haltering and grooming, physical exams, lameness evaluations, administering oral meds and more, especially targeting students with little to no horse experience.
- Consider holding lectures and labs aligned with the academic schedule, such as a lecture on upper airway anatomy coinciding with first-year curriculum. Engaging first-year students with additional lectures that support the curricular content can be a great way to encourage first-year membership.



04

Fundraising

Fundraising plays an incredibly important role in the sustainability of your student chapter. Besides chapter dues, it is typically the primary source of income for chapter activities.

Designating a chapter member or creating a small fundraising committee to lead fundraising efforts helps ensure your chapter has the financial resources it needs for a successful school year.

FUNDRAISER IDEAS

Merchandise Sales

- Equine first aid kits
- SCAAEP merchandise/apparel
- Coveralls and stethoscopes
- Reference materials such as *A Guide to Equine Joint Injection and Regional Anesthesia* by Dr. Jim Schumacher (with a bulk discount for the chapter) or the AAEP *Dental Aging Guide*.

Host a Special Event

- Educational event for horse owners that raises money through registration fees, sponsorships, and donations from equine-related companies
- Educational event for youth (i.e. ages 6-17) with hands-on labs such as equine preventative care, painted horse anatomy, saddle fitting, and biotechnology
- Castration clinic for client-owned horses
- Clinician appreciation dinner with raffle of donated items
- “Night care/checks” at local horse shows, which owners and trainers can purchase
- Goat roping event

Identify Industry and School Funding Sources

- Lectures on various equine-related topics are open to both members and non-members, with topics varying each semester.
- Wet labs or hands-on workshops are more exclusive (10-18 participants), often limited to SCAAEP members, with priority given to dues-paying members who attended the related lecture or have attended sufficient chapter fundraising activities
- As many as 1-3/month may be held, scheduling influenced by calendar and speaker availability

Social and Networking Events

- These include informal social gatherings, fundraising events, or collaborative events that are open to all or by invitation
- Officers are commonly expected to participate in the planning and execution of the chapter’s major events, and serve on event committees



05

Hosting an Educational Symposium

Many student chapters host an educational event as part of their school or community outreach efforts. Events can be designed for horse owners, veterinary students, area veterinarians or farriers, and can be informational only or offer continuing education credits for veterinarians who seek annual credits for licensure.

CHOOSE A TOPIC FOR THE SYMPOSIUM

- Consider the audience: will your event be designed for veterinarians, students, farriers or horse enthusiasts? Will the chapter run one lecture hall for veterinarians and vet students and one for horse enthusiasts?
- Choosing your topic for the event may be influenced by several factors, such as subjects or skills that are relevant to your target audience, or new information that many audience members are interested in.
- Consider the length of the symposium: some run a single day for horse owners; an event for veterinarians may be two days to ensure that enough CE credits are available to fulfill the annual licensure requirement for that state.

CHOOSE A SYMPOSIUM NAME

When picking a name for your symposium, be creative so that it will pique the interest of potential attendees. It should include the name of the subject of discussion.

CREATE A BUDGET

Part of organizing any event is making a financial plan, and creating a comprehensive budget will enable you to identify your funding needs. Your budget should include funding for speakers' travel/hotel/speaking fees (unless you are using in-house speakers), venue rental, attendee food and general logistics such as A/V. Asking equine residents or interns to speak, especially for horse owner education events, can be cost-efficient for the chapter as their speaking fees may be lower.

INVITE SYMPOSIUM SPEAKERS

- The speakers invited for the symposium should typically be experts in the topic you have chosen. You can seek them out by researching experts in the field and research what they have written on the said topic, their interviews, podcasts or their social media posts. One easy way to find good speakers is to look over past CE events to see who the speakers were and the topics they presented.
- In addition, your event budget will also determine your choice of speakers. Inviting speakers within the region of the symposium venue may cost less because

continued

you may not need to pay for airfare or accommodations. You may only have to cover their transportation to the venue.

PICK A DATE

- Most speakers are easiest to secure if they are asked 9-12 months in advance. This date should also include a deadline for symposium registration. Knowing your chapter's lead time for organizing an event is also an important consideration.

REGISTRATION PROCESS

- Choose an online registration option for greatest convenience and efficiency for your attendees and your chapter. This medium enables you to manage the registration process easily. Many schools have a continuing education group that can help with planning and registration. Some will offer their help at no or low cost since this is a chapter fundraising event.

SOLICIT SPONSORS

- Once you know the funding needs of your symposium, you can then proceed to the next stage by looking for sponsors. Ideas for sponsors can include stakeholders, brands or institutions that have a shared interest in the subject of discussion or can fulfill a particular need in the symposium. For instance, you can contact a drink manufacturing company to provide drinks for the event or a printing shop to handle the printing needs of the symposium. Use your chapter members—many have connections to businesses in the area. Any and all equine organizations (feed stores, pharmaceutical companies, equine supply companies, vets, farriers, equine therapy organizations, barns) should be contacted.

ASSIGN DUTIES TO CHAPTER VOLUNTEERS

- For a well-organized symposium, it is important to delegate duties among your fellow volunteers. The tasks are shared and each volunteer should know their individual duties and what is expected of them.

PROMOTE THE SYMPOSIUM

- Use social media to reach your target audience. Use your chapter members' strengths here. Identify the online groups and platforms which will best reach your target audience.
- Create a social media event page and have your school's communications group promote it through their online channels. If your event is for horse owners, consider designing a digital flyer and email it to area riding barns and stables, or print hard copies for distribution by chapter members to equine businesses.

CREATE A PROGRAM AGENDA

- It is crucial to design a program schedule and allocate a specific time duration to every speaker on the agenda. For example, each speaker or panel discussion should be aware of the duration of time they have to present their material. Time should also be allocated for various things like a coffee break, lunch, or questions from the audience during the presentations.

GET FEEDBACK FROM SPEAKERS & ATTENDEES

- Create a Google survey: one for speakers, one for attendees, and one for the SCAAE members involved in planning. Use this feedback to help next year's planners make the event even better and more lucrative for the chapter!

06

Facilitating Equine Wet Labs

Hands-on clinical skills development for students can be one of the most valuable opportunities offered by your chapter. The topics for an equine wet lab are numerous as are the options for how the labs can be structured and supported by your college of veterinary medicine and outside organizations.

SOURCES FOR LAB HORSES

- University teaching/research/blood donor herds (consider IACUC restrictions)
- Client-owned animals (may need a POAP)
- Local equine rescues (ship in or with local practitioners)
- Nearby private equine practices can help with IACUC restrictions, and this also improves practitioner engagement
- Embryo-recipient herd (also potentially found with local repro practices)

ACQUIRING CADAVER SAMPLES

- Hospital pathology service (often need to ask significantly in advance of lab date)

Freezer space can be a limitation. Some chapters are able to purchase their own freezer for limb storage.

- Local animal disposal services
- Accept donations for euthanasia to subsidize the cost

Many owners are extremely grateful to know that their animal, who has to be euthanized anyway, will benefit the next generation of veterinarians.

Euthanasia and disposal is extremely expensive, so many owners appreciate this option.

Handle these donations very sensitively with the owners and the students participating.

PREPARING STUDENTS WITH DIFFERENT EXPERIENCE/KNOWLEDGE LEVELS

- Most wet labs are best preceded by a required lecture on the topic to ensure everyone is prepared.
- A prelab quiz or mandatory video exercise through Moodle or other project/course space can be considered.

continued

LAB PARTICIPATION LIMITATIONS

- Wet lab attendance often has to be capped due to limited resources.
- Consider offering priority to students who are members of the AAEP as a national student member or at a minimum are a member of your school's student chapter.
- To ensure that everyone gets to participate in a wet lab during the school year, consider asking students to rank labs in order of preference when looking at the semester.

Should planning not be able to be completed that far in advance, coordinators should monitor the participation lists in order to ensure that all interested students get some lab experience.

FUNDING

- See the chapter on Fundraising for ideas to secure financial support.
- Team up with other chapters to share the cost.
- Ask companies to sponsor a lab.



WET LAB TOPIC SUGGESTIONS

Basic Skills

Venipuncture

Intramuscular Injections

Running PCV/TS

Cardiorespiratory

Cardiology

- Auscultation of teaching horses with pathology if available
- Echocardiography
- Electrocardiography

Respiratory

- Basic auscultation
- Rebreathing examination
- Thoracic ultrasound

Endoscopy

- Upper airway
- Guttural Pouches
- Trachea

Complementary Medicine

Acupuncture and Chiropractic

Gastrointestinal

Dental

- AAEP Dentistry Lab, internal instructors, external instructors
- Utilize live animals and/or cadaver skulls

Time labs with teaching horse annual care

Dental Radiography

Colic Work-Up

Utilize high fidelity models when available, live animals

- Physical exam
- Nasogastric intubation
- Palpation per rectum
- FLASH or mFLASH ultrasound
- Peritoneal tap

Gastroscopy

Musculoskeletal

Lameness

Consider using client- or student-owned animals as lameness workshops are not invasive

- Palpation of limbs
- Basics of gait analysis - subjective and objective
- Demonstration of flexion tests
- Demonstration of in hand, lunging, and under-saddle evaluations
- Demonstration of evaluations on various footings

Imaging

Consider using client- or student-owned animals if teaching animals are not available

- Radiography
- Ultrasonography
- Discussions of advanced imaging, reading MRI, CT, PET, etc.

Joint Injection/Regional Anesthesia

- Cadaver limbs are commonly utilized

Bandaging

Can use teaching animals, low fidelity models (PVC), or human legs

- Standing bandages
- Modified Robert Jones
- Splinting

Neurological

Neurological Exam

- Live horse

CSF Tap

- Cadaver lab

Ophthalmology

Ophthalmologic Exam

- Live animals
- Examination using different modalities
- Staining/tear testing
- Taking pressures

Enucleation/Eyelid Laceration Repair

- Cadaver eyes

Subpalpebral Lavage System Placement

- Cadaver skulls

Other

Pre-purchase Examination

Disaster Preparedness/ Emergency Rescue

Working/shadowing at local equine events

Competitions of all kinds

- Shows
- Rodeos
- Three-day events
- Endurance rides

Pathology

Necropsy

- Client-owned animal for subsidized euthanasia/disposal

Podiatry

Farriery

- AAEP Essential Skills Workshop
- Cadaver distal limbs or live horses

- Trimming
- Shaping shoes
- Application of nail-on and glue-on shoes
- Radiography of the hoof
- Objective gait analysis

Reproduction

Mare Palpation

- Seek out repro practices with embryo recipient herds

Dystocia

Castration

Post-Mortem Ovary Collection

Breeding Soundness Exam

Semen Evaluation and Processing

Surgery

Suturing/Ligature

- Cadaver limbs, suture pads, ligation models
 - All suture patterns
 - Tension relieving techniques
 - Planning incisions to ensure adequate ability to close (i.e. elliptical incision, Z-plasty)

Wound

- Joint lacerations
- Drain placement

Arthroscopy

Wellness

Horse Handling

- Consider running as a peer-taught lab
- Consider how to be most inclusive/least intimidating. *Example: Lab is taught by ALAANA/AAPI students to other ALAANA/AAPI students.*
 - Basics of reading equine body language
 - Haltering/leading
 - Grooming
 - Lifting/cleaning hooves

Physical Examination

- May be combined with horse handling lab or kept separate

Preventative Care

- Teaching animals, client animals (haul-in special event), rescue animals
 - Vaccinations
 - Coggins test



07

Practitioner Engagement

Local practitioners are an incredible source of knowledge, experience and mentorship. Establishing relationships with equine practices in your area will benefit your chapter throughout the school year and beyond.

IDENTIFYING AND REACHING OUT TO PRACTITIONERS

- Contact your hospital leadership for a list of veterinarians who have referred to your hospital in the past 12-24 months. This may be best accomplished through your faculty advisor.
- Contact the AAEP for a list of local practitioners who are willing to mentor.
- Do a Google search for equine and mixed practitioners within a reasonable radius.
- Don't rule out practices that are a couple hours away! A terrific wet lab is worth a drive.
- Request an alumni list of equine and mixed practitioners.
- Check the AAEP Internship Hub + job listings for local practices advertising for each.
- Send an email to your large animal hospital faculty to see if they have any personal connections.
- Survey your student body to see if they work with any local or semi-local veterinarians
- Contact your state VMA.
- Identify practitioners through specialty mentoring groups such as V.E.T. in Oklahoma or at events like Opportunities in Equine Practice.

Ways local practitioners can support your chapter

- One-on-one mentoring
Survey students to best pair them with practitioners in areas of interest if there are enough mentors.
- Practice owner vs. young associate
- Straight GP vs. specialty (reproduction, sports medicine, etc.)
- Large practice vs. solo/small
- Ambulatory vs. clinic
- Shadowing opportunities
- Hosting or facilitating wet labs
- Networking Events
- Lunch or dinner talks (in person or virtual)
- Attending regular meetings to give input
- Assistance in running events at the school
- Dinner presentations at their practice

Show your local practitioners appreciation post-event

- Thank-you cards signed by all participants
- Small token of appreciation (coffee card/items from a fundraiser such as mugs)

08

Increasing Your Chapter's Impact

Your chapter's outreach to pre-vet students, youth horse groups and other equine industry participants in your community can greatly benefit your chapter's exposure, experience and funding opportunities while also showcasing equine veterinary medicine.

DIRECT ENGAGEMENT WITH PRE-VET STUDENTS

- Some clinicians request chapter members to speak with undergraduates about equine medicine. Chapter members often speak at the pre-vet society at their institution, sharing their personal journey into equine medicine and debunking myths, inspiring students to consider pursuing equine practice.
- Pre-vet students are also frequently invited to join in certain annual wet labs.
- Partner with the undergraduate pre-vet or equine medicine club to help with CE events or other public education events.
- One chapter has initiated a new program called "Giddyup" which pairs equine veterinary students with pre-vet students with limited horse experience, allowing them to shadow veterinary students during special events like symposiums and clinics.

COMMUNITY AND OUTREACH EVENTS

- Consider engaging with the local community through events such as Horseman's Youth Day and Horse Health Day, which are open to children and showcase equine medicine. These events may include hands-on learning opportunities like bandaging, dental exams, suture practice and live horse demonstrations. Often these are also good fundraising opportunities.
- Chapter members may participate in school programs and outreach events, advocating for a career in equine practice.
- Veterinary college's Open House is an opportunity to recruit future horse practitioners and engage with pre-vet students.

CHALLENGES AND LIMITATIONS

- There can be insurance issues regarding pre-vet students participating in certain activities like labs, limiting their direct involvement in those events.
- Sometimes graduate student funding is a barrier, as it is primarily designated for graduate student events, making it harder for the chapter to engage undergraduates through some funding sources.

09

Frequently Asked Questions

1) How can we access a speaker who will tell us what the equine profession is really like, in a way that encourages students who want to enter the profession?

The AAEP has a list of private practice equine vets who have volunteered to give a talk called "I Love Equine Practice." You just need to reach out and schedule this talk through the AAEP (the current Student and Early Career Programs Coordinator). It is the AAEP's goal for each school to have this talk annually.

2) Where is the current data on salaries in equine practice?

<https://aaep.org/guidelines-resources/veterinarian-resources/sustainability/compensation/>

3) How do we access current listings for equine internships?

<https://aaep.org/guidelines-resources/student-resources/intern-externship-hub/>

4) Where can we get information about ethical decision-making in equine practice?

<https://aaep.org/guidelines-resources/veterinarian-resources/ethics/ethics-articles/>

5) What new innovative strategies are equine practitioners using to provide emergency coverage and make it sustainable?

<https://aaep.org/guidelines-resources/veterinarian-resources/sustainability/emergency-coverage/>

6) What resources are available to help promote a sustainable culture in equine practices?

<https://aaep.org/guidelines-resources/veterinarian-resources/sustainability/practice-culture/>

7) What support is available from the AAEP to support the wellness of veterinarian and student members?

The AAEP sponsors the Healthy Practice Member Assistance Program. This program provides counseling and consultation services and online resources. It is confidential and free to both veterinarian and student members and their household family members.

<https://aaep.org/guidelines-resources/veterinarian-resources/wellness/>

8) Where can I access the Clinical Skills List to see what skills are useful to equine interested graduates and what skills may be learned in an internship year?

<https://aaep.org/resource/clinical-skills-list-for-equine-veterinary-graduates/>

9) What scholarships are available through AAEP?

<https://aaep.org/guidelines-resources/student-resources/scholarships/>

Robert's Rules of Order

These principles can help chapters conduct efficient, productive meetings where everyone feels comfortable sharing ideas and opinions, and making shared decisions that are supported by the members.

Guiding principles

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time. A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”).
 - *After being recognized by the President of the board, any member can introduce a motion when no other motion is on the table.*
 - *A motion requires a second to be considered.*
 - *If there is no second, the matter is not considered.*
 - *Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).*

How to propose ideas, find consensus, and make decisions:

- You want to bring up a new idea before the group.
 - *After recognition by the President of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.*
- You want to change some of the wording in a motion under discussion.
 - *After recognition by the President of the board, move to amend by: adding words; striking words; or striking and inserting words.*
- You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.
 - *Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.*
- You want more study and/or investigation given to the idea being discussed.
 - *Move to refer to a committee. Try to be specific as to the charge to the committee.*
- You want more time personally to study the proposal being discussed.
 - *Move to postpone to a definite time or date.*
- You are tired of the current discussion.
 - *Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.*
- You have heard enough discussion.
 - *Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.*
- You want to postpone a motion until some later time.
 - *Move to table the motion. The motion may be taken from the table after one item of business has been*

conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a two-thirds vote. A majority is required to table a motion without killing it.

- You believe the discussion has drifted away from the agenda and want to bring it back.
 - *Call for orders of the day.*
- You want to take a short break.
 - *Move to recess for a set period of time.*
- You want to end the meeting.
 - *Move to adjourn.*
- You are unsure the President of the board announced the results of a vote correctly.
 - *Without being recognized, call for a “division of the house.” A roll call vote will then be taken.*
- You are confused about a procedure being used and want clarification.
 - *Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The President of the board will ask you to state your question and will attempt to clarify the situation.*
- You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 - *Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.*
- You want to change an action voted on at an earlier meeting.
 - *Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a two-thirds vote is required.*

Obtaining unanimous consent

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the President of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker for these reasons only:

- To get information about business—*point of information*
- To get information about rules—*parliamentary inquiry*
- If you can't hear, safety reasons, comfort, etc.—*question of privilege*
- If you see a breach of the rules—*point of order*
- If you disagree with the President of the board's ruling—*appeal*
- If you disagree with a call for Unanimous Consent—*object*

Chapter Bylaws

Chapters are strongly encouraged to create a unique set of bylaws that should be shared and reviewed at the beginning of each year. A simple and complex bylaws templates are shared below. Chapter membership supported changes to the bylaws can be achieved through the Robert's Rules of Order on page 20.

Editable Microsoft Word documents of these bylaws templates are available. Contact Shelby Mosley, AAEP Student & Early Career Coordinator, at smosley@aaep.org.

Example of Simple Bylaws:

[Insert school name] SCAAEP Constitution

Article 1: Name

The name of the organization shall be the [insert school name] SCAAEP, hereinafter referred to as the chapter.

Article 2: Mission

The chapter will comprise students interested in the equine activities and equine health. The emphasis of the chapter will be focused on developing skills in monitoring the health of equines on a population and individual-animal basis, understanding regulatory issues associated with equines, looking at the role of equines in recreation and performance activities, and the economic aspects of the equine industry. The chapter will organize and participate in learning activities involving:

- 1) Seminars
- 2) Work experience
- 3) Day trips
- 4) Fundraising events
- 5) Volunteer activities
- 6) Conferences and more.

Suggested experts involved in these activities will include veterinarians, industry experts, local ranchers, performance stables, the American Association of Equine Practitioners (AAEP), and other industry professionals.

Article 3: Membership

Membership is available to any [insert school name] undergraduate and graduate student. A valid membership shall be recognized for the term [insert Month, year] through [insert Month, year]. Membership may be obtained by paying a membership fee of [insert \$0.00] or National membership dues and signing the chapter membership form. At all times the chapter name will have a minimum of 20 members, two-thirds of which are active undergraduate students at the [insert school name].

Article 4: SAVMA or Students' Union

The chapter acknowledges and will abide by the SAVMA/ Students' Union By-laws and policies unless otherwise approved by the Club Committee. We are aware that the chapter will no longer remain a Students' Union club if a Policy or Bylaw is contravened without Club Committee ratification.

Article 5: Officers and Duties

The officers for the chapter for the 20XX-20XX year shall consist of:

President
Vice President
Treasurer
Secretary
VP Events
First-Year Representative

The following duties are required by all officers:

- Each officer is required to attend all meetings of the chapter.
- The chapter officers shall adhere to the chapter constitution and utilize it for reference of operational decisions.

The duties of chapter officers shall consist of: *(Revise these to reflect offices and duties relevant to your chapter)*

President

- Shall be responsible for submitting the Annual Report to the Students Union/SAVMA by the due date of each year.
- Shall co-sign all chapter financial transactions with the VP Finance.
- Shall call meetings once a month.
- Shall organize events requested by the members.
- Shall be in contact with chapter faculty advisors regarding activities done by the chapter.

Vice President

- Shall take on any additional responsibilities requested by the President.
- Shall take on the Presidential role if she/he is not able to be present.

Treasurer

- Shall be responsible for all chapter financial matters and shall serve as co-signing authorities for chapter financial transactions.
- Shall keep track of all financial transactions within a designated logbook.

Secretary

- Shall be responsible for minute taking at all chapter meetings.
- Shall keep track of all information involved in chapter membership.

VP of Events

- Shall be responsible for all communication between the chapter and memberships to any outside organizations.

First-Year Representative

- Shall be the voice of the first-year class during any chapter meetings.
- Organizes the chapter clothing order.

continued

Simple Bylaws, continued

Article 6: Terms of Office

The term of office for all officer positions shall commence May 1 and end on April 30 of the following school year.

Article 7: Elections

- The election of new chapter officers must take place no later than March 31 of each year to ensure a smooth transition from old officer to new officer.
- Prior to the election, the President shall appoint a Chief Election Officer (CEO) for the upcoming election. The CEO must be a person who is not running in the upcoming election.
- The CEO shall not vote in the upcoming election.
- The CEO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all chapter members of the upcoming election.

Article 8: Transition of Officers

- During the period from the first day of April until the first day of May, when the new officers will assume office, it is the responsibility of the departing officers to orient the newly elected officers to their jobs. This includes teaching the incoming officer about chapter and Students' Union/SAVMA policies and procedures, transitioning custodianship of chapter records and materials (including office and mailbox keys, locker combinations and all passwords to all chapter email accounts), and preparing the new officers to be effective in their roles for the next year's work.
- It is the responsibility of the departing President to ensure that all chapter requirements to the SAVMA/ Students' Union, including submission of a complete annual report and the removal of all chapter records and materials from the chapter office and locker, have been fulfilled before the incoming President assumes office.

- It is the responsibility of the departing Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the chapter. In addition, the outgoing Treasurer must arrange with the respective incoming Treasurer for the transition of the chapter bank accounts into the incoming Treasurer's name. These tasks are to be completed and their outputs delivered to the new Treasurer no later than the last day of April.
- It is the responsibility of the incoming Treasurer to assume custody of all chapter records and materials and accountability for all financial activities of the chapter (as outlined in Article 5) and for all chapter requirements to the Students' Union commencing with the first day of April.

Article 9: Meetings

There shall be at least one meeting per month during the academic year.

Article 10: Amendments

This constitution shall comprise the operating basis of the chapter. All amendments to this document must be ratified by a two-thirds vote of the chapter executives. A copy of the amended constitution must be submitted to the Students' Union/SAVMA within two weeks of ratification.

Article 11: Dissolution

In case of inactivation or dissolution of the chapter, the balance of funds and/or property of the chapter shall be placed at the disposal of the dean of student affairs for the support of other clubs. Under no circumstances whatsoever shall the property of the chapter or any part thereof be distributed amongst the members of the chapter.

Example of Complex Bylaws

NAME OF ORGANIZATION

The name of the organization is [insert school name] Student Chapter of the American Association of Equine Practitioners and can be abbreviated as [XXXX]. Further abbreviation as "SCAAEP" may be used for purposes of informal and internal communication only.

ARTICLE II. PURPOSE

Section 1. General Purpose

The [insert school name] Student Chapter of the American Association of Equine Practitioners serves as the student mission of the American Association of Equine Practitioners specific to veterinary students attending [insert school name]. The Organization exists under general direction of [insert school name] and the American Association of Equine Practitioners and maintains local autonomy.

Section 2. Specific Purpose

The [insert school name] Student Chapter of the American Association of Equine Practitioners provides veterinary students with extracurricular opportunities to expand their breadth of knowledge specific to the equine veterinary medical industry.

Specifically, [insert school name] SCAAEP offers:

- Opportunities to students actively pursuing a career in equine veterinary medicine
- Encouragement to students who may pursue a career in equine veterinary medicine
- Faculty and peer-based mentorship for equine-interested veterinary students

- Access to hands-on activities and wet lab experiences
- Educational seminars and targeted lecture-based learning
- Scholarships specific to the organization's membership
- A community of like-minded peers
- A point of contact for members of the equine industry to engage with veterinary students interested in equine veterinary medicine

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

Application for membership can be accomplished by fulfilling each of the following:

- Current enrollment in the Doctor of Veterinary Medicine program in Years 1-4 OR current enrollment in a combined program (ie DVM/PhD)
- Member in good standing of the Student American Veterinary Medical Association (SAVMA)
- Payment of SCAAEP annual dues

Section 2. Annual Dues

Annual Dues are to be assessed under the management of the Treasurer at a dollar amount established by majority vote of the Board of Directors. Amount is subject to change based on organizational needs. Payment of annual dues by a member allows active membership for the duration of one academic year.

Section 3. Rights of Members

- The right to an organization that strives to fulfill its purpose at all times
- The right to participate in chapter events

Complex Bylaws, continued

- c. The right to a fair and equal vote in all elections
- d. The right to directly offer comments and express concerns to chapter leadership and/or faculty advisors

ARTICLE IV. BOARD OF DIRECTORS

Section 1. General Powers

The affairs and property of [insert school name] SCAAEPA are to be managed by the Board of Directors.

Section 2. Number, Tenure, Requirements, and Qualifications

The number shall be fixed from time-to-time by the sitting Board of Directors but shall consist of no less than four and no more than twelve and must include the following officers: the President, the Vice President, the Secretary, and the Treasurer. Any change to the structure of the Board of Directors must be approved by a three-fourths majority vote by the sitting Board of Directors.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors are duly elected and qualified. All members of the Board of Directors must be approved by a majority vote of the eligible Members. No vote on new members of the Board of Directors shall be held unless a quorum of the Board of Directors and independent observer(s), namely the Faculty Advisor(s), is present.

Each member of the Board of Directors shall be a member whose membership dues are paid in full and shall hold office for a one-year period.

All Board members will organize, plan, and execute assigned duties and assist outside of their own sphere if requested.

At the conclusion of the initial one-year term, members of the Board of Directors may serve additional terms without limit, subject to popular election. Each member of the Board of Directors must attend all monthly meetings of the Board, barring extraordinary circumstances.

Section 3. Regular Monthly Meetings & Special Meetings

The Board of Directors will conduct all official business at prearranged monthly meetings at a mutually agreed upon time and place.

When necessary, the Board of Directors may schedule special meetings to conduct business that is of high importance, excessively time-consuming, or urgent.

Section 4. Notice

Written notice of any regular or special meeting will be provided at least one week prior to any meeting. Upon receipt of notice, the Board Member will consider the meeting mandatory and will attend, barring extraordinary circumstances.

Section 5. Quorum

The presence, in person, of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by these bylaws.

Section 6. Vacancies

Annual, predictable vacancies shall be filled without delay in accordance with the procedure described in Article V. Unpredicted vacancy caused by extraordinary circumstance may or may not be filled at the discretion of the remaining Board of

Directors depending on the time remaining in the term and the centrality of the position to the decision-making process. If said unpredicted vacancy was to be filled, it would be by special election according to the same procedures outlined in Article V.

Section 7. Confidentiality

All discussions of the Board of Directors that occur during meetings are confidential. Directors shall use discretion and good business judgment in discussing the affairs of the organization with third parties. Members will be apprised of relevant chapter business in a timely manner.

Section 8. Procedure

The Board of Directors will adopt resolutions by popular vote, with each Officer allowed one vote. The President will have an extra, tie-breaking vote in the case of a deadlock or tie. Officers are to report in meetings based on their duties outlined in Article V and foster relevant discussion and efficient decision-making.

ARTICLE V. OFFICERS

The Officers of this Board are the [list chapter officers]. The Board Members are subordinate to the President and will defer to the judgement and ultimate decisions of that Officer.

All Officers, who may also be referred to as Board Members, are to exhibit the highest decorum as representatives of [insert school name] SCAAEPA and thereby of [insert school name]. Officers must exhibit objectivity in decision-making, willingness to compromise, and overarching concern for the best interests of Members. All officers are representing the organization at all times and are expected to maintain professional decorum at all times.

Assignment of any additional duty to a Board Member that is not explicitly described in Article V must be approved by the Board of Directors as an amendment to the bylaws as detailed in Article VII.

Section 1. General Duties

General duties of all Officers of the Board of Directors will be the following:

- a. Conduct business as described in Article IV
- b. Assist planning and participate in as many chapter activities as reasonably possible, attending at least 75% of all chapter events
- c. Attend and participate in special events including chapter fundraising events, annually recurring wet labs, etc. - each board member will serve on the committee of at least one of the special events
- d. Volunteer for at least two shifts on the Foal/Colic/Emergency Team (if applicable) per semester
- e. Wholeheartedly engage with all other Officers in a collegial and productive manner
- f. Immediately raise areas of concern to the Board of Directors when problems arise
- g. Efficiently and equitably resolve conflict among Officers and Members

Section 2. President

The President's duties will be the following:

- a. Serve as the ultimate representative of [insert school name] SCAAEPA
- b. Manage all internal operations of [insert school name] SCAAEPA
- c. General and active management of the Board of Directors

continued

Complex Bylaws, continued

- d. Superintendence, direction, and encouragement of all other officers of [insert school name] SCAAEP and to see that their duties are properly performed
- e. Implement executive authority in situations of temporal or consequential urgency
- f. Preside over all meetings of the Board of Directors. Create a schedule, provide notice, and adhere to relevant goals based on agenda and upcoming events
- g. Apprise the Faculty Advisors of any and all pertinent information
- h. Create a yearly budget in coordination with the Treasurer
- i. Attend the annual AAEP Convention
- j. Maintain ultimate responsibility for all chapter events
- k. Manage the relationship between [insert school name] SCAAEP and the American Association of Equine Practitioners

Section 3. Vice President

The Vice President's duties will be the following:

- a. Be vested with all powers and perform all duties of the President in the absence of the latter
- b. Offer confidential counsel to the President if and when requested
- c. Serve as liaison between the Members and the Board of Directors. Encourage membership involvement in all formal chapter activities and informal social events
- d. Manage the relationship between [insert school name] SCAAEP and SCAAEP of all other veterinary schools
- e. Pursue corporate and individual sponsorship for chapter activities
- f. Solicit feedback from the 3rd Year Representative & Wet Lab Coordinator, the 2nd Year Representative & Dinner Lecture Coordinator, the 1st Year Representative, and the Special Events Coordinator to ensure member interest in planned activities
- g. Mentor the 1st Year Representatives and ensure their involvement
- h. Attend the annual AAEP Convention

Section 4. Treasurer & Scholarship Coordinator

The Treasurer & Scholarship Coordinator's duties will be the following:

- a. Create an annual budget in conjunction with the President to be approved by the Board of Directors
- b. Administer the bank account of Your School-SCAAEP with oversight of the President
- c. Ensure that two officers have signing authority for bank account/expenditures
- d. Present a complete and accurate report of Organization finances at all meetings and at any other time upon request to the Board of Directors
- e. Exercise right to inspect all resting funds, expenditures, and collections
- f. Serve as the objective voice of reason regarding use of chapter funds
- g. Conduct an audit upon commencement of each academic semester
- h. Propose the dollar amount of member annual dues to the Board of Directors for approval
- i. Maintain roll of active, dues-paying members
- j. Invoice and collect on all outstanding debts of Members and 3rd parties
- k. Pay all Organization debts in a timely manner
- l. Report to and comply with Internal Revenue Service regulations
- m. Design fair application processes and judgement criteria for competitive scholarships
- n. Coordinate any and all stipend and scholarship disbursement to Members

Section 5. Secretary

The Secretary's duties will be the following:

- a. Create and maintain a written record, referred to as "minutes," of all meetings of the Board of Directors, chapter events, and other relevant business
- b. Administer the [insert school name] SCAAEP calendar, ensuring uninterrupted operations and absence of time-based conflict
- c. Assist scheduling and provide Notice at the behest of the President
- d. Monitor the Organization email account, responding to general business items and forwarding specific and relevant items to Officers for their own review and response
- e. Organize the Google Drive for ease of access and completeness of the record
- f. Support Officers in all event planning, especially in areas of logistical complication
- g. Delegate the signing of thank-you notes to chapter supporters, including 3rd party sponsors and clinicians, at any time deemed necessary by the Board of Directors
- h. Send out weekly email to student body for upcoming events and announcements.

Section 6. Special Events Coordinator

The Special Events Coordinator's duties will be the following:

- a. Organize and plan the special events of [insert school name] SCAAEP, including Crossroads, Symposium, and Castration Clinic
- b. Serve as the point of contact and center of communication for all parties relevant to special events
- c. Develop clear missions and tangible goals for special event programming in coordination with the President
- d. Manage day-of logistics at special events
- e. Coordinate with the Secretary on matters of scheduling and logistical support
- f. Create plans for 3rd party support of events under direction of the Vice President
- g. Submit special event budgets to and maintain inflow/outflow records at the request of the Treasurer

Section 7. 3rd Year Representative & Wet lab Coordinator

The 3rd Year Representative & Wet Lab Coordinator's duties will be the following:

- a. Serve as the main point of contact for members of the veterinary school class they represent
- b. Work closely with the 2nd Year Representative & Dinner Lecture Coordinator and the 1st Year Representative to identify key areas of member interest and concern
- c. Communicate the interests of the class they represent to the Board of Directors
- d. Solicit ideas and direct planning of all [insert school name] SCAAEP wet labs
- e. Attend and administer all wet labs. Find a replacement officer in the event of serious time conflict.

Section 8. 2nd Year Representative & Dinner Lecture Coordinator

The 2nd Year Representative & Dinner Lecture Coordinator's duties will be the following:

- a. Serve as the main point of contact for members of the veterinary school class they represent
- b. Work closely with the 3rd Year Representative & Wet Lab Coordinator and the 1st Year Representative to identify key areas of member interest and concern
- c. Communicate the interests of the class they represent to the Board of Directors

Complex Bylaws, continued

- d. Solicit ideas and direct planning of all [insert school name] SCAAEP dinner lectures
- e. Attend and administer all dinner lectures. Find a replacement officer in the event of serious time conflict

Section 9. 1st Year Representative

The 1st Year Representative's duties will be the following:

- a. Serve as the main point of contact for members of the veterinary school class they represent
- b. Work closely with the 3rd Year Representative & Wet lab Coordinator and the 2nd Year Representative & Dinner Lecture Coordinator to identify key areas of member interest and concern
- c. Represent the interests of the class they represent to the Board of Directors
- d. Actively pursue mentorship from the Vice President
- e. Assist the Special Events Coordinator, the 3rd Year Representative & Wet lab Coordinator, and the 2nd Year Representative & Dinner Lecture Coordinator in any capacity those Officers deem fit

Section 10. Equine Emergency Team Coordinator

The Equine Emergency Team Coordinator's duties will be the following:

- a. Coordinate with the appropriate parties at the beginning of each semester to develop the Equine Emergency Team
- b. Create, fill, and maintain a schedule of Equine Emergency Team shifts
- c. Ensure weeknight emergency shift coverage and complete (24 hour) weekend shift coverage
- d. Create and administer the annual policy of the Equine Emergency Team
- e. Personally fill or arrange coverage for unanticipated shift cancellation within reason

Section 11. AAEP Student Liaison

The AAEP Student Liaisons (2) duties will be the following:

- a. Represent and convey the attitudes, beliefs, and wishes of the [insert school name] SCAAEP chapter to the National Board
- b. Attend all meetings hosted by AAEP for student chapter liaisons
- c. Work with the other Directors to identify areas of concern within the local chapter, and actively work to mitigate these problems.
- d. Voice areas of need to the National AAEP Board
- e. Recruit and engage with veterinary and undergraduate students to gain exposure to equine practice
- f. Along with the President, attend and represent [insert school name] SCAAEP at the annual National Convention
- g. Manage the relationship between [insert school name] SCAAEP and the American Association of Equine Practitioners
- h. The AAEP liaison will be a two-year commitment
- i. The AAEP liaison will be an elected second-year student, and 1 new liaison will be elected each year - there will be one second-year and one third-year filling these roles.

Section 12. Additional Duties

Upon election of the Board of Directors, an internal Board vote will select a Board Member to manage the chapter social media accounts and a different Board Member to manage chapter merchandise sales.

Section 13. Election of Officers

Annually predictable vacancies are to be filled expediently. Any Member is eligible to nominate themselves for consideration in a general election to the Board of Directors for all positions except the President. Nominees for the President may only consist of current or past Officers to ensure organizational continuity.

All nominees will submit a short summary of their background and interest in a specific role to be posted on the election ballot.

Board Members are elected by popular vote, with one vote per election per member.

Members may run for more than one position. If one member wins multiple elections, that person will choose their desired position and the runner up in the unchosen position will become the winner.

Elections will be monitored by the sitting Board of Directors and the Faculty Advisors.

ARTICLE VI. FACULTY ADVISORS

Section 1. Purpose

Faculty Advisors exist to aid the Board of Directors and Members in adhering to the purpose of SCAAEP.

Section 2. Advisor Selection

Prospective candidates will be identified by the Board of Directors with input from outgoing Faculty Advisors. All candidates will be invited to a private interview with the Board of Directors and the existing Faculty Advisors. Sitting Faculty Advisors will provide feedback and make recommendations to the Board of Directors regarding selection but will not vote. A final decision to offer a position will be made by majority vote of the Board of Directors.

Section 3. Advisor Term

A total of two advisors from the College faculty will serve at any given time. Advisor terms will last for five academic years. Whenever possible, Advisors will serve in staggered terms to ensure organizational continuity.

Section 3. Advisor Duties

- a. Attend in person and actively participate in monthly meetings of the Board of Directors
- b. Attend major annual events, including:
- c. Regularly assist with dinner lectures and wet labs if requested or deemed necessary by advisors or Board of Directors
- d. Offer mentorship to chapter members
- e. Advocate for SCAAEP interests within the College

ARTICLE VII. Amendments

Amendments to these bylaws must be approved by the Board of Directors by a 2/3 majority vote.

ADOPTION OF BYLAWS

We, the undersigned Officers of [insert school name] Student Chapter of the American Association of Equine Practitioners consent to, and hereby do, adopt the foregoing Bylaws, consisting of the eight preceding pages, as the Bylaws of this organization.

ADOPTED AND APPROVED by the Board of Directors on this _____ day of _____, 2025.

[Name], President

ATTESTED: [Name], Vice President

Live Your
Passion

**STUDENT
CHAPTER**

