

ACVIM Student Chapter Information

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American College of Veterinary Internal Medicine (ACVIM)

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General Overview

About the ACVIM

Established in 1973, the [American College of Veterinary Internal Medicine \(ACVIM\)](#) is the international certifying organization for veterinary specialists in cardiology, large animal internal medicine (LAIM), neurology, nutrition, oncology and small animal internal medicine (SAIM). The ACVIM leads the way in the practice of veterinary internal medicine and in research to further advancements in the treatment of animal diseases. The ACVIM delivers quality, specialized veterinary medical services to the public by:

- Monitoring veterinary residency programs
- Maintaining fair and reasonable examination standards
- Abiding by a policy for humane care of animals
- Promoting and funding medical studies

Who are ACVIM Diplomates?

The ACVIM is comprised of more than 3,200 active members, called Diplomates, who are Board-certified veterinary specialists in one or more of the six ACVIM specialties.

In addition to completing undergraduate training and four years of veterinary school, Diplomates have completed an internship and residency in their specialized field (an additional three to five years of training). In addition, Diplomates must pass rigorous examinations to achieve Board-certification from the ACVIM. As a result, Diplomates possess a deep understanding of their specialty and have a greater knowledge of the unusual, the uncommon, or rare in both large and small animals.

What are the benefits of joining an ACVIM student chapter?

Joining an ACVIM student chapter is beneficial to students interested in becoming Board-certified in veterinary internal medicine, as well as those who plan to work in a general practice setting. Specific benefits of joining a student chapter include:

- Students can learn more about what is required to become a Board-certified specialist in veterinary internal medicine.
- Students will be educated on the referral process and partnership between general practice veterinarians, animal owners and veterinary specialists.
- Student chapters may be involved in the organization of scholarly activities, speaking engagements and symposiums that benefit and educate the chapter members.
- Students can attend the [annual ACVIM Forum](#) at a reduced registration fee.

Learn more, browse existing chapters, and review the requirements for starting a new chapter at www.acvim.org/resources-for/students. For questions specific to student chapters, please contact Michelle Hardy at Michelle@ACVIM.org.

American College of Veterinary Internal Medicine (ACVIM) Student Chapter Affiliation Agreement

This Affiliation Agreement dated _____, 20____, (“Effective Date”) is between the American College of Veterinary Internal Medicine (“ACVIM”), a not-for-profit organization, and the _____ Student Chapter of ACVIM (“Chapter”).

ACVIM and the Chapter agree as follows:

1. PREAMBLE

1.1 ACVIM is a nonprofit, tax-exempt organization incorporated under the laws of the State of Illinois. The objectives of ACVIM are to advance veterinary internal medicine and increase the competence of those who practice in this field by: (a) establishing requirements for post-doctoral education and experience prerequisite to certification in the specialties of veterinary internal medicine; (b) examining and certifying veterinarians as specialists in veterinary internal medicine; (c) encouraging research and other contributions to knowledge relating to diagnosis, therapy, prevention and control of animal diseases, and promoting communication and dissemination of this knowledge; and (d) promoting continued professional development as an obligation of membership.

1.2 All Chapters of ACVIM shall exist under the authority of the ACVIM Board of Regents subject to this Chapter Affiliation Agreement and other policies and procedures adopted by the ACVIM Board of Regents from time to time.

1.3 This agreement sets forth the mutual rights and responsibilities of ACVIM and the Chapter concerning their relationship with each other and to other ACVIM Chapters.

2. JURISDICTION

Upon receipt of a fully executed copy of this agreement, ACVIM shall authorize the Chapter to represent ACVIM at the following academic institution _____ and to designate the Chapter as the _____ Student Chapter of the ACVIM. ACVIM has the authority to assign, modify or withdraw the jurisdiction of the Chapter at any time.

3. ACVIM OBLIGATIONS

ACVIM will provide the Chapter with certain services and products (“Materials”), as may be amended from time to time, at ACVIM’s discretion. Generally, the Materials will provide that ACVIM will assist the Chapter in recruiting Student Affiliates, provide assistance in preparing and presenting educational programs, and making networking opportunities available to Student Affiliates.

4. CHAPTER OBLIGATIONS

4.1 The Chapter shall take all appropriate action to build and sustain the growth of the Chapter. The Chapter shall develop procedures to ensure that the interests of its Student Affiliates are fully and properly represented with respect to those matters which are of a particular interest to the Student Affiliates of the Chapter and shall provide services which are consistent with those offered by ACVIM and other Chapters of ACVIM. The Chapter expressly understands that it is the policy of ACVIM to encourage cooperation between the Chapter and ACVIM and between other ACVIM Chapters.

4.2 The Chapter shall devote its efforts to developing programs and services which appeal to its Student Affiliates including but not limited to educational classes and seminars, regular Chapter meetings, public relations and networking.

4.3 The Chapter recognizes its primary obligation is to represent, promote and sponsor ACVIM activities, programs and services.

5. STUDENT AFFILIATES

5.1 The Chapter shall limit its membership to students, in good standing, enrolled in the professional veterinary curriculum of an American Veterinary Medical Association accredited training institution.

5.2 Each officer and director of the Chapter shall be a Student Affiliate in good standing.

6. CHAPTER ORGANIZATION AND OPERATION

6.1 The Chapter agrees that it will be responsible for its operations as an entity independent of ACVIM. It may demonstrate such independent status by either submitting evidence that it is an entity which is part of an institution of higher learning or by obtaining separate corporate status. The Chapter agrees that its Constitution and Bylaws will be substantially in the form of the ACVIM Model Chapter Constitution and Bylaws. From time to time, ACVIM shall notify the Chapter of any amendments to the Model Chapter Constitution and Bylaws

which it requires to be incorporated in the Chapter's existing Constitution and Bylaws and the Chapter agrees to take all actions necessary to so amend its Constitution and Bylaws. If the Chapter's Articles or Bylaws do not substantially conform to ACVIM standards at any time, the Chapter will notify the ACVIM Executive Director, in writing, of any differences, and the reason for those differences and include a copy of any statutes, policies or other law requiring such amendments. ACVIM shall have the right to review these amendments and not approve any differences other than those required by state law or institutional policies. The Chapter agrees that if ACVIM disapproves of any amendment (other than those required by state law), the Chapter shall take all actions to cause its Articles and Bylaws to be amended to ACVIM's satisfaction.

6.2 The Chapter shall operate and conduct its business and affairs in accordance with the established policies of ACVIM. ACVIM shall have the right to amend, change and add to such policies from time to time.

6.3 The Chapter shall be responsible for taking all steps necessary to either be a part of its institution's tax-exempt status or obtain tax-exempt status from the Internal Revenue Service. In either event, the Chapter shall have a tax identification number separate from ACVIM and establish its own bank accounts. Copies of documents, applications and forms indicating compliance with this provision will be submitted to ACVIM at the time the Chapter submits this Affiliation Agreement.

6.4 The Chapter shall deliver to ACVIM the following documents pursuant to the time frames set forth below:

- a. Bylaws upon execution of this Agreement;
- b. Organizational documents upon request from ACVIM;
- c. A list of all Officers, Directors, Advisors, Mentors and Student Affiliates of the Chapter upon execution of this Agreement and annually thereafter;
- d. An executed copy of this Affiliation Agreement;
- e. Any other information with respect to the status and operation of the Chapter as required by ACVIM.

7. CHAPTER FISCAL OPERATIONS

7.1 The Chapter shall establish and practice sound fiscal policy and maintain financial self-sufficiency. The Treasurer or other duly authorized officer of the Chapter shall be responsible for the accounting procedures of the Chapter and shall maintain proper receipts and expenditure records.

7.2 The annual financial statements and tax returns (if any) shall be filed with the Board of Directors of the Chapter and with ACVIM.

8. DUES

8.1 National dues shall be established from time to time by the ACVIM Board of Regents and the Chapter agrees to abide by the dues amounts so established.

8.2 The Chapter may determine a reasonable amount of dues or fees for its Chapter Student Affiliates. It is recommended that dues or fees total at least \$15.00 per annum for Student Affiliate status.

9. STANDARDS

9.1 The Chapter acknowledges receipt of a copy of the ACVIM Constitution and Bylaws and agrees to comply with and conform to all the terms and provisions thereof and to all amendments, revisions and modifications thereof as may be adopted by the ACVIM Board of Regents. ACVIM shall send the Chapter a copy of all amendments, revisions and modifications to the Constitution and/or Bylaws within forty-five (45) days after the same have been adopted.

9.2 The Chapter expressly acknowledges the objectives of ACVIM, as set forth in this Agreement and in the Bylaws of ACVIM and agrees to take such action as is appropriate to implement such objectives and to enhance the reputation and goodwill of ACVIM and its Student Affiliates.

9.3 The Chapter shall comply with federal, state and local regulations and ordinances and any other applicable laws including.

11. LIMITED LICENSE OF ACVIM MARKS

11.1 ACVIM grants a non-exclusive, royalty free license to use certain of the trademarks or service marks ("Marks") now owned or developed by ACVIM in the future. Use of the Marks is limited to those activities, services or products which are approved in writing by ACVIM. The Chapter agrees that all use of the Marks shall conform to the usage established by ACVIM and communicated to the Chapter from time to time.

11.2 Upon request by ACVIM, the Chapter shall submit to ACVIM for review any and all Chapter materials in which the Marks appear. ACVIM shall have the right to require changes to such materials for the purpose of ensuring proper use of the Marks.

11.3 The Chapter shall not question or attack the ownership or validity of the Marks nor the validity or enforceability of this limited license. All use of the Marks shall inure to the benefit of ACVIM. The Chapter agrees to notify ACVIM immediately of any unauthorized use of the Marks.

12. EFFECT OF OTHER DOCUMENTS

ACVIM and the Chapter acknowledge the existence, force and effect of the following documents: (a) ACVIM Constitution; (b) ACVIM Bylaws; (c) Student Chapter Constitution; and (d) Student Chapter Bylaws. If at any time any provision of the Affiliation Agreement is determined to be inconsistent with any provision of the documents named in (a) and (b) above, said documents shall control. In the event any provision of the Affiliation Agreement is determined to be inconsistent with any provision of the documents named in (c) or (d) above, the provision of this Affiliation Agreement shall govern.

13. TERM/ RENEWAL/TERMINATION

13.1 The parties acknowledge and agree that, subject to the terms of Paragraph 13.2 below, this Agreement shall continue for a period of **one (1) year** after the Effective Date, and will automatically renew for successive one year periods unless terminated or modified by ACVIM.

13.2 The parties acknowledge and agree that this Agreement may be terminated under the following circumstances by ACVIM at any time by providing the chapter with thirty (30) days prior written notice of such termination. In the event of termination by ACVIM, the Chapter shall cease to exist and distribute its assets in accordance with ACVIM Model Chapter Bylaws within three months of the date of termination.

14. MISCELLANEOUS PROVISIONS

14.1 Nothing in this Agreement shall be deemed to create a partnership, joint venture or agency relationship between ACVIM and Chapter to make either party jointly liable for any obligation of the other arising out of the activities and services contemplated or performed by this Agreement. Neither party shall have any power or authority to act in the name of or on behalf of the other party except with the express written consent of such party.

14.2 Waiver by either party of any term, condition or breach in any instance shall not constitute a waiver in any other instance or of any other term, condition or breach of this agreement. In the event any provision of this agreement is held invalid or unenforceable then the remaining provisions of this agreement shall be in full force and effect.

14.3 This Affiliation Agreement contains all of the terms agreed upon by the parties with respect to its subject matter and supersedes all prior agreements, arrangements, promises, and communications between the parties concerning such subject matter, whether oral or written. This agreement may be amended only by a writing signed by both parties.

14.4 Neither party shall assign any of its rights or obligations under this agreement, in whole or in part, without the written consent of the other party.

14.5 Unless otherwise required by state law, the parties agree that jurisdiction, venue and choice of law shall be the State of Colorado.

WHEREOF, the parties have caused this Affiliation Agreement to be executed by their duly authorized officers, effective as of the day and year first written above.

THE _____ STUDENT CHAPTER OF
THE AMERICAN COLLEGE OF VETERINARY INTERNAL
MEDICINE

By: _____
President

AMERICAN COLLEGE OF VETERINARY INTERNAL MEDICINE

By: _____
President

CONSTITUTION

Student Chapter of the American College of Veterinary Internal Medicine (ACVIM)

Article I NAME

Section 1. The name of this organization shall be the (name of the college or university) Student Chapter of the American College of Veterinary Internal Medicine (ACVIM), herein referred to as the "Chapter".

Section 2. Students involved in the Chapter shall be called Student Affiliates of the American College of Veterinary Internal Medicine, herein referred to as "ACVIM". Students *shall not* be called or known as members.

Section 3. The Chapter shall operate under an official charter granted by the ACVIM.

Section 4. The Chapter shall be self-governing in all matters not in conflict with the provisions of this Constitution; the Constitution and Bylaws of the ACVIM; or the policies and procedures of the ACVIM concerning Student Chapters.

Article II OBJECTIVES

Section 1. The purpose of the Chapter is to promote the specialties of cardiology, neurology, nutrition, oncology, large animal internal medicine, and small animal internal medicine through the advancement of knowledge to veterinary medical students. To this end the Chapter will function in the following capacities:

1. To disseminate information about the function of the ACVIM and its various specialties to its student affiliates.
2. To encourage pursuit of advanced training (internships or residencies) in the various specialties of the ACVIM by the Chapter student affiliates.
3. To encourage student affiliates to pursue activities related to cardiology, neurology, nutrition, oncology, large animal internal medicine, and small animal internal medicine such that they are able to gain exposure and experience in this area outside of the classroom and facilitate their own understanding of the discipline.
4. To expose and/or encourage student affiliates to participate in veterinary research.
5. To encourage student affiliates to work closely with the ACVIM to develop fundraising activities so the Chapter may organize related workshops and supplement travel expenses to the ACVIM Forum.

Article III STUDENT AFFILIATES

Section 1. Student Affiliates of the Chapter shall be limited to students, in good

standing, enrolled in the professional veterinary curriculum of an American Veterinary Medical Association (AVMA) accredited training institution.

Section 2. Each Chapter may have mentors consisting of:

- a. ACVIM residents currently enrolled in College-approved Residency Training Programs established by that college or training institution. Mentors shall serve as contacts for students who wish to pursue Board-certification after graduation.

Article IV

OFFICERS & FACULTY ADVISORS

Section 1. To direct the activities of the Chapter, the following officers and committee members shall serve for the entire academic year: President, Vice-President, and Secretary-Treasurer. Mentors shall be ineligible to hold office.

Section 2. The President, Vice-President, and Secretary-Treasurer shall have been a Chapter student affiliate for at least one complete year before being elected. The first officers of the Chapter shall be exempt from this requirement.

Section 3. Any officer may be reelected for any number of successive terms, or may be replaced before completion of their term by a majority vote by the Chapter's student affiliates.

Section 4. The Chapter may have one or two Advisors who shall be elected by the student affiliates of the Chapter by a nomination procedure as specified in the chapter's Bylaws. All Advisors shall be Diplomates in good standing of the ACVIM. While both Advisors may be from the faculty of the University or College where the Chapter is organized, one of the Advisors may be an ACVIM Diplomate who is not affiliated with the University or College. At least one Advisor must be on faculty at the University or College. Advisors shall be elected to a two-year term.

Section 5. Names of potential mentors will be submitted by the Advisor and elected by a majority of the student affiliates of the Chapter.

Article V

CUSTODY OF THE CONSTITUTION AND BYLAWS

Section 1. A copy of the Constitution and Bylaws shall be in the possession of the President of the Chapter.

Section 2. A copy of the Constitution and Bylaws shall be in the possession of the Advisor(s) of the Chapter.

Section 3. A copy of the Constitution and Bylaws shall be in the possession of the ACVIM.

Section 4. The school or training program where the Chapter is located may require additional copies of the Constitution and Bylaws.

Section 5. Each of the aforementioned officers shall promptly deliver their copy to their successor.

Article VI

AMENDMENTS TO THE CONSTITUTION

Section 1. Any student affiliate of the Chapter may propose amendments to the Constitution at any regular meeting.

Section 2. Any proposed amendment to the Constitution shall be distributed to all Chapter student affiliates with a recommendation at least 30 days prior to counting of a mail ballot, email ballot or voice vote of the student affiliates.

Section 2. Adoption of an amendment shall be by two-thirds vote of all student affiliates attending a subsequent regular meeting, provided that such two-thirds majority shall include at least half the student affiliates of the Chapter.

Section 3. All amendments shall be reviewed and approved by the Board of Regents of the ACVIM prior to their becoming effective.

BYLAWS

Student Chapter of the American College of Veterinary Internal Medicine (ACVIM)

Article I

ELECTION OF OFFICERS AND ADVISORS

Section 1. Election of the officers listed in Article IV of the Constitution for the subsequent academic year shall take place no later than the next to the last Chapter meeting of each academic year.

Section 2. Nomination for President shall be by written ballot. If there are two or more candidates for the office of President, the final choice between the two nominees receiving the first and second largest number of nominating ballots shall then be made by written ballot.

Section 3. The remaining officers shall be elected by the same procedure and may be included on the same ballot as the President, in the order in which they are listed in Article IV of the Constitution.

Section 4. In the event that there is only one nominee for an office, that person shall be deemed elected if there are no additional nominees.

Section 5. Advisor(s) shall be elected no later than the last meeting of the academic year in which the current Advisor's term expires. Nomination for Advisor shall be by written ballot after a willing ACVIM Diplomate has been identified and has agreed to participate. Choice between the two nominees receiving the first and second largest number of nominating ballots shall then be made by written ballot. Chapters with two co-Advisors should provide for continuity by electing one Advisor every year to a two-year term. For the inaugural year of the Chapter, one advisor shall be elected to a one-year term and another elected to a two year term. Advisors may be reelected for any number of successive terms, or may be replaced before completion of their terms by a majority vote of the Chapter's student affiliates. When any Advisor is unable to serve, a new Advisor shall be elected by the student affiliates to serve the remainder of the unexpired term.

Article II

DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the Chapter, shall preside at all meetings, and shall serve as an ex-officio member of any committees formed by the Chapter.

Section 2. The Vice-President shall assist the President in the performance of their duties and shall preside in the absence of the President at Chapter meetings and shall succeed to the office of the President should that office be vacated.

Section 3. The Secretary-Treasurer shall be the sole custodian of the financial resources of the Chapter and shall collect dues and fees promptly. They shall keep adequate financial records and permit their inspection by any other officer of the Chapter or by the Advisor or by the Executive Director of the ACVIM upon request. Upon request of the President, they shall present an oral financial report at any meeting of the Chapter. They shall present a complete and final written financial report at the last meeting of each school year, and at that time they shall deliver to their successor all Chapter records and funds in their possession. A copy of the final report shall be submitted to the Executive Director of the ACVIM. The Secretary-Treasurer of the Chapter shall preside at meetings of the Chapter in the absence of the President and Vice President. The Secretary-Treasurer shall take and keep written minutes of all meetings. They shall preserve all papers relating to the affairs of the Chapter and deliver the same promptly to their elected successor.

Section 4. Mentors shall not constitute more than fifty percent of the total number of student affiliates in the Chapter. The mentor's role shall include sharing their post-graduate learning experiences with the student affiliates of the Chapter and assist with the functions of the Advisor(s).

Article III

DUES

Section 1. The dues required for student affiliates shall be determined by the individual Chapter. A \$15 fee per student affiliate per academic year is recommended but not required.

Article IV

BENEFITS

Section 1. The Chapter may be involved in the organization of scholarly activities, speaking engagements, and symposiums that will benefit and help educate the Chapter's student affiliates.

Section 2. Student affiliates will be educated on the referral process and how to develop referral relationships after graduation.

Section 3. Student affiliates will receive discounted ACVIM Forum registration and may apply for a stipend to offset registration and travel costs. These benefits are subject to change as determined by the ACVIM.

Article V MEETINGS

Section 1. All chapters will have at least one (1) meeting quarterly (i.e. four [4] per academic year).

Article VI DISSOLUTION

Section 1. In case of dissolution, locally acquired funds shall remain with the (Name of College/University) of the American Veterinary Medical Association (AVMA). Any funds provided by the ACVIM within the year shall be transferred to the ACVIM for veterinary educational purposes, as determined by the Board of Regents.

Article VII AMENDMENTS TO THE BYLAWS

Section 1. Any student affiliate of the Chapter may propose amendments to the Bylaws at any regular meeting.

Section 2. Any proposed amendment to the Bylaws shall be distributed to all Chapter student affiliates with a recommendation at least 30 days prior to counting of a mail ballot, email ballot or voice vote of the student affiliates.

Section 3. Adoption of an amendment shall be by two-thirds vote of all student affiliates attending a subsequent regular meeting.

Section 4. All amendments shall be reviewed and approved by the Board of Regents of the ACVIM prior to their adoption.

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