



Pre-Vet Club: Code of Conduct

University of Illinois at Urbana-Champaign

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ARTICLE I: NAME

The name of this registered student organization shall be:

University of Illinois Pre-Vet Club (hereafter referred to as “PVC” or “the club”)

ARTICLE II: OBJECTIVES, MISSION STATEMENT, & CORE VALUES

The objectives of this organization shall be:

- To promote a close, trustworthy, community among pre-veterinary students at UIUC
- To offer closer relationships and connections between pre-veterinary students and the University of Illinois College of Veterinary Medicine and its faculty
- To stimulate interest in and promote a better understanding of veterinary medicine as a field
- To encourage pre-veterinary students to broaden their experiences/interests and inform members of different opportunities within this career field
- To provide opportunities for students to gain experiences through shadowing, programs, volunteering, etc.
- To offer support to pre-veterinary students interested in applying to veterinary school, both at the University of Illinois and at other institutions

The Mission Statement of this organization shall be:

Our mission is to foster a stronger appreciation and understanding of veterinary medicine and to build a supportive community where students can learn, grow, and form lasting connections.

The Core Values of this organization shall be:

1. Service
2. Inclusion
3. Growth
4. Authenticity
5. Ambition

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Any student of UIUC that has an active interest in Veterinary Medicine is eligible for membership and will remain active unless requirements (listed in section 2) are not met by the end of a given semester.

Section 2: Requirements for Active Membership

1. **Dues:** All members must pay dues by a provided deadline at the discretion of the executive board each year. Should a member not pay dues by this deadline, they will be removed from the emailing list and roster to decrease load on the mailing list system. Members may pay dues for the entire academic year or for a single semester, depending on when they join. Dues are subject to change based on varying needs. See section 3 and 4 below for more detailed information.
2. **General Meetings:** All members are required to attend TWO general meetings per semester. Attendance will be taken at all general meetings, and will require each

member to take a photo of themselves at the meeting to submit in the attendance form. Members must be present for the entire meeting for attendance to be counted.

3. **Fundraising Points:** All members are required to obtain **four** fundraising points by the end of each semester. Fundraising points are awarded by volunteering at/contributing to fundraisers. Members are strongly encouraged to invite friends outside of PVC to contribute to fundraisers on their behalf.
4. **Social Points:** All members are required to obtain **one** social point by the end of each semester. Social points are awarded by attending social events organized by the vice president.

Section 3: Attendance Policy

In order to be considered present for a PVC meeting or event, the member must be present for the entire duration of the event, unless they notify the board member hosting the event at least 24 hours in advance with an explanation of extenuating circumstances. Members must be present for the duration of a general meeting to receive attendance points for that meeting (See Article V for information about general meetings).

Section 4: Excusable Absence or Exceptions

Should a member experience extenuating circumstances that prevent them from completing any of the requirements listed above, they should email the PVC President with a letter of explanation and request for a requirement to be waived at least three weeks before reading day of that semester. If a member has extenuating circumstances and is unable to stay the duration of a general meeting, they are to email the secretary at least 24 hours before the meeting with reasoning to either join late or leave early. Members will still receive their meeting points if they provide a valid excuse.

Section 5: Failure to Complete Requirements

Should a member fail to complete any requirements listed above without an excusable circumstance, they will be considered inactive. Inactive members may not list PVC for the semester(s) in which they were inactive on their VMCAS or other applications/resumes. Members who have not completed their requirements for either semester of an academic year may not run for election on the executive board, unless an appeal made to the executive board is decided in the member's favor.

Section 6: Graduation Cords for Completion of Membership

All members who have maintained active PVC membership (as outlined in Article III, Section 2) for at least one semester are eligible to receive a PVC graduation cord. The General Member PVC Graduation cord is peacock blue and white, and can be found [here](#). All members who have maintained active membership on the PVC Executive Board (as outlined in Article XI, Section 4) for at least one academic year are eligible to receive a PVC Executive Board graduation cord. The Executive Board Member graduation cord is peacock blue, white, and orange, and can be found [here](#).

ARTICLE IV: POINTS

Section 1: Membership Points

Membership points are “general” points awarded to members for various activities in which members may participate. Membership Points may be awarded from wet labs, philanthropy events, test file submissions, and other opportunities offered by PVC.

Fundraising points, social points, and meeting attendance points are also included in total Membership Points. Members with more Membership Points will be given priority (along with their applications, discussed in Article VI, Section 2) when being selected for Programs. At the end of each semester, the Programs Chairs may also place more priority on members who have not been accepted to programs, if deemed necessary by the Programs Chairs.

Section 2: Fundraising Points

Fundraising points are awarded by the fundraising co-chairs for participating in fundraisers, by either contributing to fundraisers or volunteering in fundraising events. The number of points awarded per participant is determined by the Fundraising Co-Chairs for each individual fundraiser and is communicated to club members prior to each fundraiser.

Section 3: Social Points

Social points are awarded to members by the Vice President for attending any social events. This includes social events that are combined with fundraising events.

Section 4: Meeting Attendance Points

Meeting Attendance Points are awarded to members for fully attending general meetings. See article III for specific details.

Section 5: PVC Roster

All points, as well as confirmation of dues payment, for each academic year will be recorded in the PVC Roster, accessible through the PVC Website.

ARTICLE V: GENERAL MEETINGS

General meetings will be held in reserved lecture halls each month of the academic year. Meetings may or may not be held during the first and/or last months of each semester, depending on the timing of finals schedules and break schedules. At least three meetings will be held each semester. General meetings will last 1-1.5 hours, including updates from each executive board member, as well as a guest speaker related to the veterinary field. Members must remain present for the entirety of the general meeting. If a member has extenuating circumstances and is unable to stay the duration of the meeting, they are to email the secretary at least 24 hours before the meeting with reasoning to either join late or leave early. Members will still receive their meeting points if they provide a valid excuse.

ARTICLE VI: PROGRAMS**Section 1: Description**

Programs include any events organized by the Programs Co-Chairs that do not fall under the categories of Socials, Fundraisers, Meetings, or Philanthropy Events. Programs include, but are not limited to, wet labs, shadowing, animal handling workshops, and other general trips/activities that allow members to gain experience in the veterinary field. Members may receive membership points for attending programs, to be decided by the Programs Co-Chairs.

Section 2: Selection Process

For programs with limited seats, participants will be selected through an application process. Students will have a minimum of one week to complete applications, and

acceptances will be communicated within five days of the application deadline. Selection will be primarily based on answers to an essay question with emphasis on the quality, authenticity, and purpose of the response. For certain programs, seats may be allocated on a first-come, first-serve basis. In these cases, sign-up sheets will be made available during general body meetings. For some programs, the Programs Chairs may consider previous acceptance/applications to other programs to increase opportunities for members who have not attended programs. This is up to the discretion of the Programs Chairs. For all programs, failure to attend after being selected may impact eligibility for future opportunities.

ARTICLE VII: FUNDRAISERS

Fundraisers include any event organized to raise funds for PVC and/or its activities (such as transportation and lodging for the APVMA Symposium). Fundraisers include, but are not limited to, quad sales, restaurant fundraisers, movie nights, and other events. Members receive fundraising points by either contributing to fundraisers or volunteering. Members are strongly encouraged to invite friends outside of PVC to participate in fundraising events/sales.

ARTICLE VIII: PHILANTHROPY

Section 1: Philanthropy Events

Philanthropy events include any event organized by the Philanthropy Chair for the purpose of volunteering/giving back to the surrounding community. These may also include events organized to raise funds for external non-profit organizations. Members may receive membership points for participating in philanthropy events.

Section 2: The President's Volunteer Service Awards

The President's Volunteer Service Award is awarded by the AmeriCorps. A volunteer service program, this award is given to individuals, groups, or organizations that show a commitment to serving others and their community over the course of 12 months. There are different levels of the award based on the amount of hours served by the individual (Bronze, Silver, Gold, Lifetime), and the award is given with a certificate and a medallion pin. More information about this award can be found [here](#). PVC Members must fill out an application to the Philanthropy Chair, who will apply for the award on behalf of each member. As of May 27th, 2025, this service has been placed on a temporary hold. Should the award be available again, the Philanthropy Chair will announce its availability to the membership.

ARTICLE IX: APVMA SYMPOSIUM

The APVMA Symposium is organized each year by the American Pre-Veterinary Medical Association and its student-run executive board. The APVMA Symposium is hosted by a different vet school each year. PVC will take a group of members to the symposium, covering the cost of lodging and transportation by bus (if flights are necessary, members must cover their own cost of airfare). Members are also responsible for the APVMA registration fee. The Symposium lasts 2-3 days, and includes seminars, wet labs, keynote speakers, as well as elections for the next student-run executive board.

ARTICLE X: SOCIAL MEDIA & COMMUNICATION**Section 1: PVC Social Media Accounts**

Members are encouraged to follow the PVC social media accounts, run by the Public Relations Chair. Social media posts may include photos from events and trips, pet costume contests, and club updates.

Section 2: Photo Policy

Members are permitted to post photos from PVC events, fundraisers, socials, etc. as long as other members in the photos are comfortable being posted. If any events include veterinary-related media (photos of animals, necropsies, procedures, etc.) members **MUST** ask permission from the organization hosting the event (Brookfield Zoo, shelters, veterinarian in charge) for permission to post those images. Extra precaution should be taken and disclaimers should be made if images contain graphic content. Members may share club photos and find photos from programs and events in the PVC Photocircle, accessible through the PVC website.

Section 3: Weekly Updates

Members will receive weekly emails from the Secretary of PVC. Information in these emails may include upcoming events, fundraisers, reminders, sign-up/RSVP forms, and other information. Should a member have any questions about any upcoming events, they should check the most recent emails before asking the GroupMe or emailing executive board members.

Section 4: PVC Website

The PVC Website includes all relevant information for members. On the website, members can find information about weekly updates, payment methods, upcoming events, programs, and fundraisers. Members may also access other resources, such as vet school application resources, volunteer opportunities, and mental health resources. Members are strongly encouraged to explore these resources. Should a member have any questions about any upcoming events, they should check the website before asking the GroupMe or emailing executive board members.

Section 5: GroupMe

The PVC Executive Board will create a new GroupMe chat for each academic year. All members should join the GroupMe at the beginning of the year. Executive board members may use the GroupMe to send extra reminders and time-sensitive information to club members (such as event location changes or cancellations). Members may also use this chat to ask questions to other PVC members about any veterinary or pre-vet information. Members are encouraged to use this resource. Should a member have any questions about any upcoming events, they should check previous/recent GroupMe messages first to ensure their question hasn't already been asked by another member. Members are **NOT** permitted to advertise/post content about personal businesses or other unrelated student organizations in the PVC GroupMe, unless given permission by an executive board member.

Section 5: Email

Members may communicate with executive board members using their PVC emails (NOT their personal emails, as these may not be monitored as often). Should a member have any personal questions/concerns they are encouraged to email the executive board

member most related to their specific concern (i.e. if the email is regarding fundraising points, they should email the fundraising chairs). Board members may also reach out to general members through email (program acceptances, questions, specific concerns, etc.). Members are encouraged to check their email frequently for weekly club updates and emails from board members. Board member emails are as follows:

- President: pvcpresident.uiuc@gmail.com
- Vice President: pvcvp.uiuc@gmail.com
- Treasurer: pvc treasurer.uiuc@gmail.com
- Secretary: pvcsecretary.uiuc@gmail.com
- Programs: pvcprograms.uiuc@gmail.com
- Fundraising: pvcfundraising.uiuc@gmail.com
- Philanthropy: pvcphilanthropy.uiuc@gmail.com
- Public Relations: pvcpr.uiuc@gmail.com
- APVMA Chair: pvcapvmacochair.uiuc@gmail.com
- SLC Council Rep: pvcaces.uiuc@gmail.com

ARTICLE XI: EXECUTIVE BOARD INTERVIEWS AND ELECTIONS

Section 1: Executive Board Positions and Responsibilities

Please see [this document](#) for detailed information on executive board roles. All roles run from the Fall semester to the Spring semester (one academic year), with the exception of the APVMA Chair, which is selected by the Programs co-chairs during the Fall semester. All roles also include the responsibility of keeping records and documentation of their events and contacts.

- **President:** Oversees and aids other board members in organizing events, creating budgets, and communicating with other organizations.
- **Vice President:** Organizes guest speakers for general meetings and monthly social events. Aids president in their responsibilities and steps in when president is absent.
- **Treasurer:** Creates budgets, presents up-to-date financial statements at executive board meetings, collects funds, and tracks club dues and other costs.
- **Secretary:** Creates and sends weekly email updates, updates the PVC website, responsible for test files and meeting attendance.
- **Programs Co-Chairs:** Two members that organize and carry out programs, including wet labs, shadowing, trips, and roundtables. These members also organize study-abroad events and select the APVMA Co-Chair for the Spring Semester.
- **Fundraising Co-Chairs:** Two members that organize and carry out fundraising events, including restaurant fundraisers, quad sales, etc.
- **Philanthropy Co-Chairs:** Two members that organize volunteering and service-related opportunities for members. Also compile opportunities outside of PVC for members to reach out to. Responsible for the Presidential Service Awards through PVC.
- **Public Relations:** Runs all PVC social media platforms and designs/organizes merch orders.
- **APVMA Chair:** Responsible for organizing the APVMA Symposium trip alongside the Programs Co-Chairs. Selected by the Programs Co-Chairs.

- **Student Leadership Committee (SLC) Council Representative:** Attends regular SLC meetings to represent PVC and its interests at the College level
- **Faculty Advisor:** Supports and provides resources to the executive board. Aids in organizing events and making decisions, and communicates with the School of Animal Sciences.

Section 2: Eligibility for the Executive Board

Members are eligible to run for a position on the executive board for the following academic year if they...

1. Have completed all requirements for active membership for the academic year (listed in Article III, Section 2).
2. Are interested in becoming a part of PVC leadership!

Section 3: Election Process

Subsection 1: Process

Elections will have two parts, applications and speeches. Please see the [Election Process](#) document for a more detailed description.

1. **Applications:** Members may apply for up to two positions. Applications will consist of several questions regarding their skills, ideas, and reasons for interest. They will be scored by executive board members according to this [rubric](#). This rubric is subject to change at the discretion of the executive board.
2. **Speeches:** Based on average scores from the application process, members will be chosen to give speeches to the general members at the last general meeting of the spring semester. Popular vote by general members will determine the winner(s) of each position.
 - a. **Ties:** In the event of a tie by popular vote, the winner will be chosen by private vote of the executive board after a discussion about each candidate in the tie.

Subsection 2: Exceptions

1. Any member interested in running for President must have previously served on the executive board.
2. There is no application for the President position.
3. If a member has previously served on the same executive board position for which they are running, no application is required.

Section 4: Executive Board Terms

In order to remain on the executive board, elected members must...

1. Complete the same requirements as general members (listed in Article III, Section 2) during their terms of office.
2. Maintain the responsibilities pertaining to their position (described in Section 1).
3. Miss no more than one executive board meeting, unless they provide a valid excuse.
4. Miss no more than one general meeting, unless they provide a valid excuse.
 - a. A valid excuse may include, but is not limited to, illness/medical emergencies, family emergencies, religious observances, or other circumstances deemed reasonable by the President and Faculty Advisor.

Failure to meet these requirements may result in removal from office by a majority vote of the Executive Board.

ARTICLE XII: FINANCIAL POLICY AND BUDGET

The PVC executive board will create a budget at the beginning of every academic year based on previous expenses and income to keep an organized financial record. Documentation of funds entering and exiting PVC banking will be kept on file in the PVC treasurer google drive each year for future reference. Current financial health of the club will be presented at each executive board meeting. All financial management will serve the purpose of PVC: to foster a positive community of pre-veterinary students while offering opportunities to everyone in this career field.

ARTICLE XIII: STATEMENT OF NON-DISCRIMINATION

The University of Illinois Pre-Veterinary Club will adhere to the University of Illinois Non-Discrimination Policy: The University of Illinois System will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, genetic information, disability, pregnancy, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran, and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

ARTICLE XIV: AMENDMENTS

Amendments may be proposed by any member of the executive board at any time during the academic year. Proposals are subject to discussion by the executive board, and final proposals will be put to vote. At least 8 out of the 12 executive board members (or 7 out of 11 members, if the APVMA Chair has not been selected at the time of proposal) must vote in favor of the amendment in order to follow through with its effect.