



**AUXILIARY TO THE AVMA**

**STUDENT AUXILIARY**

**Constitution & Bylaws**

## **CONSTITUTION AND BYLAWS (Model and Method of Drafting)**

The Constitution is the Law of an organization. It should set down as briefly as possible the rules under which the organization wishes to operate. Constitution and Bylaws are virtually synonymous terms. However, the Constitution should contain the basic (more permanent provisions, the Bylaws the more elastic (likely to expand or change) provisions.

### **CONSTITUTION** (sample form)

- ARTICLE I – NAME** This Auxiliary shall be known as (give organization’s name).
- ARTICLE II – OBJECTIVES** The objectives of this Auxiliary shall be (state purposes or principles).
- ARTICLE III – MEMBERSHIP** The membership in this Auxiliary shall consist of (prescribe qualifications for membership, class of membership, etc.).
- ARTICLE IV – OFFICERS** The officers of this Auxiliary shall be (create Officers, listing them in proper order—giving each title, qualifications, manner of election, term of office, vacancy provisions, etc.).
- ARTICLE V – EXECUTIVE BOARD.** The Executive Board shall be composed of (create its composition and purposes).
- ARTICLE VI – MEETINGS** Meetings shall be held at (state kinds of meetings as regular or special, by who called, where and when held, quorum, etc.).
- ARTICLE VII -  
PARLIAMENTARY  
AUTHORITY** The rules contained in “Robert’s Rules Revised” shall govern this organization in all cases in which they are applicable and in which they are not in conflict with the rules of the organization.
- ARTICLE VIII -  
AMENDMENTS** Proposed amendments to this Constitution may be submitted in writing at any regular meeting of the Auxiliary, provided notice was given in writing or at a previous meeting. (This allows for change as the growth, expansion and needs of the organization may warrant. Specify method of amending. For example—by a 2/3 vote at any regular or special meeting provided notice of the proposed amendment was given at a previous meeting).

**NOTE: Nothing shall be placed in the Constitution that may be suspended, although when election of officers is required by ballot, the requirement should usually be qualified so as to allow the ballot to be dispensed with by a unanimous vote when there is but one candidate for the office.**

**BYLAWS**  
**(Model and Method of Drafting)**

Except in case of an incorporated society whose charter contains fundamental rules, Bylaws which combine rules formerly separated into both constitution and bylaws should contain the rules of the organization that cannot be changed without previous notice.

Bylaws should cover the Auxiliary rules for the election of members, duties of officers, amount of dues and time of payment, duties of Executive Board, appointment and duties of committees, quorum, order of business meetings, parliamentary authority, and method of amending the bylaws.

If the organization has a constitution as well as bylaws, the first two articles that follow may be omitted.

**BYLAWS (sample form)**

<b>ARTICLE I</b>	<b>NAME OF ORGANIZATION</b> (see Constitution sample)
<b>ARTICLE II</b>	<b>OBJECTIVES</b> (see Constitution sample)
<b>ARTICLE III</b>	<b>MEMBERSHIP</b> (classes, qualifications, dues, time of payment, etc.)
<b>ARTICLE IV</b>	<b>OFFICERS</b> (composition, election, term, vacancies, duties, etc.)
<b>ARTICLE V</b>	<b>EXECUTIVE BOARD</b> (composition, duties)
<b>ARTICLE VI</b>	<b>MEETINGS</b> (regular, special, quorum, order, when, where, etc.)
<b>ARTICLE VII</b>	<b>COMMITTEES</b> (appointment and duties, standing or year-round, special, chosen to perform a temporary function)
<b>ARTICLE VIII</b>	<b>PARLIAMENTARY AUTHORITY</b> (see constitution sample form re: Robert's Rules of Order Revised)
<b>ARTICLE IX</b>	<b>METHOD OF AMENDING</b> (see constitution sample from Article VIII re: Amendments)

**NOTE:** Bear in mind that when an organization has both a constitution and a set of bylaws, the bylaws are more flexible and requirements for amending are less stringent than requirements for amending the constitution which imparts the more permanent provisions.

## DO YOU HAVE A BUDGET?

There should be a Budget Committee to prepare and present the annual budget for adoption by the organization. The Chairman of the Budget Committee presents the budget in writing and moves its adoption. Under discussion of that motion, the budget is read item by item and opportunity given for amendments. A majority vote is required to adopt.

## SUGGESTED BUDGET FORM

### Name of Organization

**Proposed Budget** \_\_\_\_\_ 1, **through** \_\_\_\_\_ 31, \_\_\_\_\_  
(Use Auxiliary Fiscal Year)

#### **Estimated Income**

Dues, 100 members @ \$5.00/member	\$ 500.00
Ways and Means projects	400.00
Contributions	<u>100.00</u>
<b>Total Estimated Income</b>	<b>\$ 1,000.00</b>

#### **Estimated Expenses**

Stationery, Postage	\$ 200.00
Delegate's Expenses	150.00
Service Projects, Donations	400.00
National Contributions	150.00
Hospitality	50.00
Miscellaneous	<u>50.00</u>
<b>Total Estimated Expenses</b>	<b>\$1,000.00</b>

Balances from previous administrations may be included in the estimated income as "Cash on Hand" and may be added to the estimated current income to arrive at a total of what may be budgeted for expenses. Some Student Auxiliaries have a special account for the expenses of their delegates to the Convention, and the balance at the end of the year is added to this account. Thus, if the meeting is near their school, not so much expense is incurred as in the years when the convention is at some distance, and the special account helps to even out the financial burden. A small savings account may be maintained for emergencies; but a large savings account, unless designated for some large project or gift, serves no purpose and is frowned upon by the Internal Revenue Service.